

MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME:

01775

INCLUSIVE DATES:

1947-1962

CUSTODIAL UNIT/LOCATION:

C5 files

ROOM:

5E 13

DELETIONS, IF ANY:

NO NE

[illegible]

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

TERMINATED

STANDARD FORM 56 Revised November 1959 U.S. CIVIL SERVICE COMMISSION CHAPTER I - F.P.M. 56-103		AGENCY CERTIFICATION OF INSURANCE STATUS Federal Employees' Group Life Insurance Act of 1954	
1. FULL NAME OF EMPLOYEE (Last) (First) (Middle)		2. DATE OF BIRTH (MONTH, DAY, YEAR) <div style="text-align: center; border: 1px solid black; padding: 2px;">October 22, 1900</div>	
3. CHECK THE REASON FOR TERMINATING INSURANCE			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> (a) <input type="checkbox"/> SEPARATED (b) <input checked="" type="checkbox"/> RETIRED </div> <div style="width: 20%;"> (c) <input type="checkbox"/> DIED <div style="border: 1px solid black; padding: 2px; margin-top: 2px;"> WAS EMPLOYEE AT TIME OF DEATH AN APPLICANT FOR CIVIL SERVICE RETIREMENT? <input type="checkbox"/> YES <input type="checkbox"/> NO </div> </div> <div style="width: 20%;"> (d) <input type="checkbox"/> 12 MONTHS NON-PAY STATUS </div> <div style="width: 20%;"> (e) <input type="checkbox"/> OTHER (Specify) </div> </div>			
4. CHECK APPROPRIATE BOX CONCERNING S. F. 54, DESIGNATION OF BENEFICIARY			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> (a) <input type="checkbox"/> CURRENT S. F. 54 ATTACHED </div> <div style="width: 30%;"> (b) <input checked="" type="checkbox"/> A CURRENT S. F. 54 IS NOT ON FILE WITH THIS AGENCY </div> <div style="width: 30%;"> (c) <input type="checkbox"/> A CURRENT S. F. 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT) </div> </div>			
<small>NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN FREE LIFE INSURANCE, ATTACH CURRENT S. F. 54, IF ANY, TO ORIGINAL S. F. 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. 56. IF NO CURRENT S. F. 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT S. F. 54 IS ON FILE BY CHECKING BOX 4 (a), (b), OR (c). A CURRENT S. F. 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.</small>			
5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR) <div style="text-align: center; border: 1px solid black; padding: 2px;">October 27, 1962</div>		6. ANNUAL COMPENSATION RATE (CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE) ON DATE IN ITEM 5. <div style="text-align: center; border: 1px solid black; padding: 2px;">\$7,925.00 PER ANNUM</div>	
7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)		8. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS OFFICIAL RECORDS, AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5. (SIGN ORIGINAL ONLY)	
<div style="text-align: center;"> (Personal signature of authorized agency official) </div>		<div style="text-align: center;"> 17 DEC 1962 (Date) </div>	
<div style="text-align: center;"> B. DeFelice (Type name of authorized agency official) </div>		<div style="text-align: center;"> Insurance Officer - Alternate (Title) </div>	
<div style="text-align: center;"> Central Intelligence Agency (Name of agency) </div>		<div style="text-align: center;"> 2430 E St., N.W., Washington 25, D.C. (Mailing address of agency) </div>	

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

31 OCT 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER 001775		2. NAME (LAST-FIRST-MIDDLE)	
3. NATURE OF PERSONNEL ACTION RETIREMENT (OPTIONAL)		4. EFFECTIVE DATE MO DA YR 10 27 62	5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X V TO V CF TO V		7. COST CENTER NO. CHARGEABLE 3242 3221 4000	8. CSC OR OTHER LEGAL AUTHORITY
9. ORGANIZATIONAL DESIGNATIONS DDI OO CONTACT DIVISION U.S. FIELD NEW ORLEANS OFFICE		10. LOCATION OF OFFICIAL STATION NEW ORLEANS, LA.	
11. POSITION TITLE IO CONTACT		12. POSITION NUMBER 0195	13. CAREER SERVICE DESIGNATION OC
14. CLASSIFICATION SCHEDULE (GS, LB, etc.) GS	15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15 8	17. SALARY OR RATE 17925
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE 15	20. EMPLOY CODE 10	21. OFFICE CODING NUMERIC ALPHABETIC	22. STATION CODE
23. INTEGRTEE CODE		24. MGRS CODE	25. DATE OF BIRTH MO DA YR 10 22 00
26. DATE OF GRADE MO DA YR		27. DATE OF LEI MO DA YR	
28. NTE EXPIRES MO DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA 1 - CSC 2 - PICA 3 - NONE	31. SEPARATION DATA CODE 03H0000
32. CORRECTION/CANCELLATION DATA TYPE MO DA YR		33. SECURITY REQ NO.	
34. SEX		35. EOD DATA	
36. VET. PREFERENCE ODE 0 - NONE 1 - 5 PT 2 - 10 PT	37. SERV. COMP. DATE MO DA YR	38. LONG COMP. DATE MO DA YR	39. CAREER CATEGORY CAR DESV PROV TEMP
40. FEGLI / HEALTH INSURANCE CODE 0 - WAIVER 1 - YES		41. SOCIAL SECURITY NO.	
42. PREVIOUS GOVERNMENT SERVICE DATA 1 - NO PREVIOUS SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		43. LEAVE CAT CODE	44. FEDERAL TAX DATA FORM EXECUTED CODE NO TAX EXEMPTIONS
45. STATE TAX DATA FORM EXECUTED CODE NO TAX EXEMP STATE CODE		46. SIGNATURE OR OTHER AUTHENTICATION	

POSTED

11-2-62 Luv

1150

Use Previous
Edition

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

(4-51)

(When Filled In)

PSC: 31 OCT 20

NOTIFICATION OF PERSONNEL ACTION					
1. SERIAL NUMBER 001775		2. NAME (LAST-FIRST-MIDDLE) 			
3. NATURE OF PERSONNEL ACTION RETIREMENT (OPTIONAL)			4. EFFECTIVE DATE NO 12 2012		5. CATEGORY OF EMPLOYMENT REGULAR
6. FUNDS X		V TO V	V TO CF	7. COST CENTER NO. CHARGEABLE 3242 222 4000	
		CF TO V	CF TO CF	8. CSC OR OTHER LEGAL AUTHORITY	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
11. POSITION TITLE 10 CONTACT			12. POSITION NUMBER 0155	13. CAREER SERVICE DESIGNATION CC	
14. CLASSIFICATION SCHEDULE (GS, LB, etc) GS		15. OCCUPATIONAL SERIES 0132.21	16. GRADE AND STEP 15 8	17. SALARY OR RATE 17925	
18. REMARKS					
SIGNATURE OR OTHER AUTHENTICATION					

Executive Registry

62-7684

22 OCT 1962

[Redacted]
New Orleans 13, Louisiana

[Redacted]
As you bring to a close eighteen years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed much to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend warmest wishes in the years ahead.

Sincerely,

(Signed) JOHN A. McCONE

John A. McCone
Director

Distribution:

0 - Addressee
1 - DCI
1 - DDCI
1 - ER
1 - DC/EAB/SO

1 - Di/Pers
1 - C/BSO
1 - OPS
1 - BCB Retirement
1 - BCB Reader

Originator:

/s/ Harry W. Little, Jr.

Director of Personnel

22 OCT 1962

SIGNED

Concur:

DC/EAB/SO

19 OCT 1962

OP/BSO/ [Redacted] (18 October 1962)

100

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LA 87 - 79 AND
DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS:
EFFECTIVE 18 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GRST	OLD SALARY	NEW GRST	NEW SALARY
<div></div>	001775	R2500	V	13 0	\$15810	15 8	\$17025

CIA INTERNAL USE ONLY

FILE

REPORT OF HONOR AND MERIT AWARDS BOARD		DATE 2 October 1962
The Honor and Merit Awards Board having considered a recommendation that:		
NAME: (Last) (First) (Middle)	POSITION TITLE Chief, New Orleans Field Office	
PRESENT GRADE GS-15	OFFICE ASSIGNED TO DDI/00	STATION New Orleans
BE AWARDED: Intelligence Medal of Merit		
<input type="checkbox"/> FOR HEROIC ACTION, ON:		
<input checked="" type="checkbox"/> FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD		
<input checked="" type="checkbox"/> APPROVES THE RECOMMENDATION <input type="checkbox"/> DISAPPROVES THE RECOMMENDATION		
<input type="checkbox"/> APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:		
CITATION <p>[redacted] is hereby awarded the Intelligence Medal of Merit for his outstanding service to the Central Intelligence Agency. As Chief of the New Orleans Field Office since its inception in 1947, [redacted] labored unceasingly in developing programs which have produced important information on a continuing basis. In his role as Agency representative, he has been successful in establishing relationships which have furthered the mission of the Agency and enhanced its reputation in the area. In his role as office chief, he has provided leadership of the highest order to his associates, and leaves behind him a legacy of achievement in keeping with the best traditions of service to the United States.</p> <p>(Recommendation approved by DD/I on 14 September 1962)</p>		
REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD		
APPROVED (Signed) [redacted] Deputy DIRECTOR OF CENTRAL INTELLIGENCE 3 OCT 1962 DATE	SIGNATURE /s/ Harry W. Little, Jr. TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD HARRY W. LITTLE, JR. SIGNATURE /s/ Robert M. Gaynor TYPED NAME OF RECORDER ROBERT M. GAYNOR	

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED 14 September 1962	
1. SERIAL NUMBER 1775 ✓		2. NAME (Last-First-Middle) [Blank]			
3. NATURE OF PERSONNEL ACTION VOLUNTARY RETIREMENT (Retinal)			4. EFFECTIVE DATE REQUESTED MONTH: 10 DAY: 15 YEAR: 62		5. CATEGORY OF EMPLOYMENT Regular
6. FUNDS X [] V TO V [] V TO CF [] CF TO V [] CF TO CF []			7. COST CENTER NO. CHARGEABLE 3242-2221-4000		8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS DRI/00 Contact Division U.S. Field New Orleans Office			10. LOCATION OF OFFICIAL STATION New Orleans, La.		
11. POSITION TITLE <i>IC Contact</i> Intelligence Officer, Chief			12. POSITION NUMBER K 0195		13. CAREER SERVICE DESIGNATION OC
14. CLASSIFICATION SCHEDULE (GS, LP, etc.) GS		15. OCCUPATIONAL SERIES 0132.21		16. GRADE AND STEP 15-8	
17. SALARY OR RATE 115,810 <i>17,725</i>					
18. REMARKS as Payroll; Security Subject is re-employable.					
19. SIGNATURE OF REQUESTING OFFICIAL E. M. ASHCRAFT Chief, Contact Division, 00			DATE SIGNED 3 Oct 62		20. SIGNATURE OF CAREER SERVICE APPROVING OFFICER J. LAROCQUE, JR. Acting Assistant Director, 00
DATE SIGNED 30 Oct 1962					
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
21. ACTION CODE US 18		22. OFFICE CODE NUMERIC [] ALPHABETIC []		23. STATUS CODE 2 10 132100	
24. DATE OF SEPARATION MO. DA. YR.		25. DATE OF GRADUATION MO. DA. YR.		26. DATE OF LEI MO. DA. YR.	
27. DATE OF LEI MO. DA. YR.		28. SPECIAL REFERENCE 1 - CSC 2 - FICA 3 - NONE		29. SEPARATION DATA CODE TYPE MO. DA. YR.	
30. DATE OF LEI MO. DA. YR.		31. RETIREMENT DATA 1 - CSC 2 - FICA 3 - NONE		32. CORRECTION/CANCELLATION DATA EOD DATA	
33. SECURITY REQ. NO.		34. SEX		35. SOCIAL SECURITY NO.	
36. VET. PREFERENCE 1 - NONE 2 - 5 yr 3 - 10 yr		37. SERV. COMP. DATE MO. DA. YR.		38. LONG COMP. DATE MO. DA. YR.	
39. CAREER CATEGORY CAR/RESV PROV/TEMP		40. FEEL / MOD. INSURANCE CODE 0 - NONE 1 - YES		41. SOCIAL SECURITY NO.	
42. PREVIOUS GOVERNMENT SERVICE DATA CODE 0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 3 YRS) 3 - BREAK IN SERVICE (MORE THAN 3 YRS)		43. FEDERAL TAX DATA FORM EXECUTED 1 - YES 2 - NO		44. STATE TAX DATA FORM EXECUTED 1 - YES 2 - NO	
45. POSITION CONTROL CERTIFICATION 11-1-62			46. U.P. APPROVAL 31 Oct 62		DATE APPROVED

FORM 1152 OBSOLETE PREVIOUS EDITIONS
4-62 AND FORM 1152A.

SECRET

EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

SECRET

(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE _____ FOR THE FOLLOWING REASON:

(Date)

Action taken by the employee on the date of resignation.

Date of resignation: _____

OCT 31 2 03 PM '62

MY LAST WORKING DAY WILL BE

DATE SIGNED

SIGNATURE OF EMPLOYEE

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

1000 1st Street, N.W.,
Washington, D.C. 20001

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE
 Major Component (Director, Deputy Director, etc.)
 Office, Major Staff, etc.
 Division or Staff (subordinate to first line)
 Branch
 Section
 Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-200-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET

(When Filled In)

1. FIRST SERIAL NO. 01775		BIOGRAPHIC PROFILE (PART I) SCD: 15 Jul 1944			
2. NAME (Last-First-Middle)		3. SEX M	4. DATE OF BIRTH Oct 1900	5. LONGEVITY COMP. DATE 18 Sep 1947	
6. MARITAL STATUS Married	7. DEPENDENT TEST NO. 1	8. YEARS OF BIRTH 1907		9. US NATURALIZATION DATE(S) NA SPOUSE NA	
10. CAREER STAFF STATUS X	MEMBERSHIP Reject-1	11. OTHER STATUS Reject-1	12. LAST MED. RPT. Oct 1957	13. QUAL. FOR US Field	14. EVAL. FOR Annual
15. CURRENT RESERVE STATUS X	NONE SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3
16. ASSESSMENT DATE 9 Jul 1947	17. PROFESSIONAL TEST DATE None		18. LANGUAGE APTITUDE TEST DATE None		
19. NON-CIA EMPLOYMENT 1923-42 Self-Employed, New Orleans, La - Lawyer 1942-45 Military Service, US Marine Corps, Major - Division Legal Officer 1945-47 Administered Financial Matters Concerning Family Estate					
20. NON-CIA EDUCATION 1915-19 Loyola Univ, New Orleans, La - AB Arts & Sciences 1920-23 Harvard Law School - LLB 1923-24 Trinity College, Cambridge, England - English Literature Research 1924-25 Tulane Univ., New Orleans, La - LLB					
21. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested) None					
22. AGENCY SPONSORED TRAINING 1954 CIA Orientation 1959 Mgmt for Contact Div					
23. CIA EMPLOYMENT HISTORY SINCE 16 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)					
EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE	GRADE	30	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Sep 1947	I.O.	0132.21	P-7	OO/Contact/Contr/Actg R Mgr	LAC New Orleans
Sep 1948	"	0132.21	P-8	CO/Contact Br/Reg Mgr	N. O.
Mar 1952	"	0132.21	15	OO/ContactDiv/Ch, N.O.	Off
Jul 1960	LWOP				
Sep 1960	I.O.-Contact	0132.21	15	OO/ContactDiv/Ch, New Orleans	Off
24. DATE REVIEWED 25 Sep 1962		25. PROFILE REVIEWED BY OP/POD/QAB/hms		26. ITEMS 1-19 REVIEWED & VERIFIED BY EMPLOYEE 2 Dec 1957	

SECRET
(When Filled In)

PERS. SERIAL NO. 01775		BIOGRAPHIC PROFILE (PART 2)	
NAME (Last-First-Middle) [REDACTED]		DATE OF BIRTH Oct 1900	
[REDACTED]			
24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE			
[REDACTED]			
25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL			
[REDACTED]			
26. ADDITIONAL INFORMATION			
<p>Letter of Appreciation 1948 from AD/Operations prior to leaving Agency for having created an effective field office in less than a year, excellent relations with clients and local Armed Forces Representatives and high morale of office.</p> <p>Commendation 1954 from DD/P for thorough and expeditious contribution made by DDI Personnel to urgent need for intelligence about Guatemala.</p>			
27. DATE REVIEWED 25 Sep 1962		28. PROFILE REVIEWED BY OP/POD/CAB/hms	
FORM NO. 1200 (PART 2) 1 FEB 67		REPLACES FORM 1080 (PART 2) WHICH IS OBSOLETE. SECRET	
PROFILE		(4)	

*May 1962
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SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Memorandum of Performance

Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

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SECRET

02 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Memorandum of Performance

Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

21 June 61

Memo for File -

Subject: Longevity Step Increase

In reviewing this file under the Security reinvestigation program, it was noted that the 3rd LSI (as GS-15) was proposed to be made effective on 18 Sept 60, but that the effective date had been changed by Payroll to show 16 Oct 60. Reason for the change is presumed to be due to LWOP. Form 560 shows 225 hours of LWOP during the waiting period. If those figures are correct, then there was no "excess" LWOP, since the law provides that a maximum of 240 hours of LWOP is creditable toward completion of the waiting period in the case of LSI's.

I called this case to the attention of
 C/Payroll, who will review LWOP records and, if required, issue a memorandum to correct the effective date of the last LSI.


Gene C. Stevens

SECRET

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: [] Memorandum of Performance

[] Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. [] is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. [] represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

1000 0000

OFF 2. 10 00 00

DATE 10 00 00

SECRET

SECRET

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: [redacted] Memorandum of Performance

[redacted] Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. [redacted] is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. [redacted] represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
George G. Carey
Assistant Director for Operations

3 JUL 1961

SECRET

V to V		V to V		SECRET (When Filled In)		REQUEST FOR PERSONNEL ACTION				DATE PREPARED			
UV to V		UV to UV								Mo 9 Da 14 Yr 60			
1. Serial No.		2. Name (Last First Middle)				3. Date Of Birth			4. Vet. Prob.		5. Sex		
101775						Mo 10 Da 22 Yr 60			None 0 5 Pt 1 10 Pt 2		Code M 1		
6. CS LOD		7. SCD				8. CSC Rating				9. CSC Or Other Legal Authority			
Mo 0 Da 13 Yr 47		Mo 01 Da 15 Yr 44				Yes 1 No 2				50 USGA 403			
10. Appt. Affidav		11. FEGLI		12. ICD		13. Mat. Serv. Code		14. Code		15. Code		16. Code	
Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47		Mo 0 Da 13 Yr 47	

CURRENT ASSIGNMENT

14. Organizational Designation				Code		15. Location Of Official Station				Station Code	
DDI CO CONTACT DIVISION NEW ORLEANS OFFICE				2531		NEW ORLEANS, LA.				75033	
16. Dept. Field		17. Position Title		18. Position No.		19. Sers.		20. Occup. Series			
Dept. USSta. Frgn.		INTEL OFF (CON) (CH)		0105		65		0132.21			
21. Grade & Step		22. Salary Or Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 9		\$15550		OC		Mo 09 Da 19 Yr 48		XX XX XX		1242 2221	

ACTION

27. Nature Of Action		Code		28. Eff. Date		29. Type Of Employee		30. Separation Data	
RETURN TO DUTY FROM LWOP		510		Mo 9 Da 15 Yr 60		Regular			

PROPOSED ASSIGNMENT

31. Organizational Designation				Code		32. Location Of Official Station				Station Code	
				2531						75033	
33. Dept. Field		34. Position Title		35. Position No.		36. Sers.		37. Occup. Series			
Dept. USSta. Frgn.											
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade		42. PSI Due		43. Appropriation Number	
		\$				Mo 09 Da 19 Yr 48		09 15 60			

SOURCE OF REQUEST

A. Requested By (Name And Title)		C. Posn. Approved By (Signature And Title)		Date Approved	
E. M. ASHCRAFT, Chief, Contact Division, CO		George G. Carey		15 SEP 1960	
For Additional Information Call (Name & Telephone Ext.)		Assistant Director for Operations			

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board				9-16-60		D. Privileged					
B. Pos. Control						E. Approved By		DU Mulcahy		9/16/60	
C. Classification						F. Approved By					
Remarks											

CK R. M. DeRosa

Continued On Reverse Side

FORM NO 1152 USE PREVIOUS EDITION 4-16-60

SECRET

(4)

SECRET
(When Filled In)

BLT: 7 SEPT 1960												NOTIFICATION OF PERSONNEL ACTION															
1. Serial No.				2. Name (Last-First-Middle)				3. Date Of Birth				4. Ver. Pref.				5. Sex				6. CS-ECG							
101775								Mo. Da. Yr. 10 22 00				Non-1 5 Pt-1 10 Pt-2				Code 1				M 1				Mo. Da. Yr. 09 18 47			
7. SCD				8. CSC Retire				CSC Or Other Legal Authority				10. Appt. Affidav.				11. FEQU				12. LCD				13. Int. Serv. Code			
Mo. Da. Yr. 07 15 44				Yes-1 No-2				Code 1				50 USCA 403 J				Mo. Da. Yr. 07 15 44				Yes-1 No-2				Code 2			

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code				15. Location Of Official Station				Station Code											
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE				2531				NEW ORLEANS, LA.				75033											
16. Dept. - Field				17. Position Title				18. Position No.				19. Serv.				20. Occup. Series							
Dept. - 2 USIld - 4 Frqn - 6				Code 4				INTEL OFF (CON) (CH)				0195				GS				0132.21			
21. Grade & Step				22. Salary Or Rate				23. SD				24. Date Of Grade				25. PSI Due				26. Appropriation Number			
15 9				\$ 15550				OC				Mo. Da. Yr. 09 19 48				XX XX XX				1242 2221			

ACTION

27. Nature Of Action				Code				28. Eff. Date				29. Type Of Employee				Code				30. Separation Data			
RETURN TO DUTY FROM LEAVE WITHOUT PAY				50				Mo. Da. Yr. 09 07 60				REGULAR				01							

PRESENT ASSIGNMENT

31. Organizational Designations				Code				32. Location Of Official Station				Station Code											
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE				2531				NEW ORLEANS, LA.				75033											
33. Dept. - Field				34. Position Title				35. Position No.				36. Serv.				37. Occup. Series							
Dept. - 2 USIld - 4 Frqn - 6				Code 4				INTELL OFF (CON) (CH)				0195				GS				0132.21			
38. Grade & Step				39. Salary Or Rate				40. SD				41. Date Of Grade				42. PSI Due				43. Appropriation Number			
15 9				\$ 15550				OC				Mo. Da. Yr. 09 19 48				Mo. Da. Yr. 09 18 60				1242 2221			

44. Remarks

POSTED
9-22-60-18

HOL

DT

SECRET

(When Filled In)

V to V		V to UV		REQUEST FOR PERSONNEL ACTION				DATE PREPARED					
UV to V		UV to UV						Mo	Da	Yr			
1. Serial No. 1775		2. Name (Last-First-Middle) [REDACTED]				3. Date Of Birth Mo Da Yr 10 22 00		4. Vet. Pref. None-0 Code 5 Pt-1 10 Pt-2		5. Sex M		6. CS - EOD Mo Da Yr	
7. SCD Mo Da Yr		8. CSC Retmt. Yes-1 Code No-2		9. CSC Of Other Legal Authority		10. Asmt. Affidav. Mo Da Yr		11. FEGLI Yes-1 Code No-2		12. LCD Mo Da Yr		13. Yes-1 Code No-2	

CURRENT ASSIGNMENT

14. Organizational Designations DDI/00 Contact Division New Orleans Office				Code		15. Location Of Official Station New Orleans, La.				Station Code	
16. Dept. Field Dept. Usld. Fgn. Code		17. Position Title Intelligence Officer (Contact) (CH)				18. Position No. 195		19. Serv. GS		20. Occup. Series 0132-21	
21. Grade & Step 15-9		22. Salary Or Rate \$14,450		23. SD 00		24. Date Of Grade Mo Da Yr 09 19 65		25. PSI Due Mo Da Yr		26. Appropriation Number 0242-2221	

ACTION

27. Nature Of Action LEAVE WITHOUT PAY*		Code		28. Eff. Date Mo Da Yr 7 19 60		29. Type Of Employee Regular		Code		30. Separation Data	
---	--	------	--	---	--	--	--	------	--	---------------------	--

PROPOSED ASSIGNMENT

31. Organizational Designations THRU 19 Aug 60 THRU 10 Sept 60				Code		32. Location Of Official Station				Station Code 75033	
33. Dept. Field Dept. Usld. Fgn. Code		34. Position Title				35. Position No.		36. Serv.		37. Occup. Series	
38. Grade & Step		39. Salary Or Rate		40. SD		41. Date Of Grade Mo Da Yr		42. PSI Due Mo Da Yr		43. Appropriation Number	

SOURCE OF REQUEST

A. Requested By (Name And Title) M. Aschcraft, Chief, Contact Division		C. Request Approved By (Signature And Title) GEORGE G. CAREY Assistant Director for Operations		Date Approved 1 Jul 60	
B. For Additional Information Call (Name & Telephone Ext.) 2271					

CLEARANCES

Clearance		Signature		Date		Clearance		Signature		Date	
A. Career Board						D. Placement					
B. Pos. Control						E. Release					
C. Classification						F. Approved By					

Remarks *Personal reasons. It is requested that Mr. Burke be granted 25 days of leave without pay commencing 18 July and ending 10 August 1960.

To 10/16/60
18 Sept 60 per
Continued on reverse side

(When filled in)

PAS: 26 AUGUST 1960

1. Serial No.			2. Name (Last-First-Middle)			3. Date Of Birth			4. Vac. Pref.		5. Sex		6. CS - ECD				
101775						Mo. Da. Yr. 10 22 00			Nono-D Code 5 Pt-1 10 Pt-2 1		M F		Mo. Da. Yr. 09 18 47				
7. SCD			B. CSC Reim.			2. CSC Or Other Legal Authority			10. Appt. Affidav.			11. FEGLI		12. ECD		13. Health Code	
Mo. Da. Yr.			Yes - 1 No - 2		Code				Mo. Da. Yr.			Yes - 1 No - 2		Code	Yes - 1 No - 2		
07 15 84			1			50 USCA 103 J			Mo. Da. Yr. 10-02			Code 09		Mo. Da. Yr. 18 47		Yes - 1 No - 2 2	

PREVIOUS ASSIGNMENT

14. Organizational Designations				Code		15. Location Of Official Station				Station Code	
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE						NEW ORLEANS, LA.					
16. Dept. - Field		17. Position Title				18. Position No.		19. Ser.		20. Occup. Series	
Dept. - 2 USIld - 4 Frqn - 6	Code 4	INTEL OFF (CON). (CH)				0195		GS		0132.21	
21. Grade & Step		22. Salary Or. Rate		23. SD		24. Date Of Grade		25. PSI Due		26. Appropriation Number	
15 9		\$ 15550		OC		Mo. Da. Yr.		Mo. Da. Yr.		0242 2221	

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
LEAVE WITHOUT PAY (THRU COB 10 SEPT 1960)	61	BOB 07 29 60	REGULAR	70	

PRESENT ASSIGNMENT

31. Organizational Designations DDI 00 CONTACT DIVISION NEW ORLEANS OFFICE				Code 2531		32. Location Of Official Station NEW ORLEANS, LA.				Station Code 75033	
33. Dept. - Field Dept. - 8 USStd. - 4 Prgr. - 6		34. Position Title Code 4 INTEL OFF (CON) (CH)		35. Position No. 0195		36. Sarr. GS		37. Occup. Series 0132.21			
38. Grade & Step 15 9		39. Salary Or Rate \$ 15550		40. SD OC		41. Date Of Grade Mo. Da. Yr. 09 19 48		42. PSI Due Mo. Da. Yr. XX XX XX		43. Appropriation Number 1242 2221	
44. Remarks											

POSTED

P-30-60 WR

ST

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OC	<input type="text"/>	101775	25 31	GS-15 9	\$14,450	\$15,550

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET

18 MAY 1960

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: Memorandum of Performance

1. Chief of the New Orleans Field Office, continues to manage his office most efficiently and to demonstrate thorough knowledge of his area. His inherent conservatism and somewhat legalistic approach tend to make it difficult for him to accept change and methods peculiar to clandestine support without most careful consideration of all the factors involved.
2. represents the Agency well in his area. His conservatism is to a degree an asset in New Orleans; it could conceivably be a handicap elsewhere.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey 20 MAY 1960
George G. Carey
Assistant Director for Operations

CONFIDENTIAL

DATE 24 Feb. 1960
52
PROT. 0-66

TO : Chief, OO/CD
Director of Security
Director of Personnel
FROM : Chief, Communications Security Staff
SUBJECT: Revocation of Cryptographic Clearance -

1. The cryptographic clearance held by Subject has been revoked under the provisions of CIA Regulation 90-500. Revocation is effective 9 Feb 60.

2. Subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information. Subject has been informed of this revocation, has been debriefed concerning cryptographic and related communications security matters, and has signed a Debriefing Statement acknowledging continuing responsibility for the protection of all cryptographic information obtained during the tenure of his cryptographic clearance.

FOR THE CHIEF, COMMUNICATIONS:

[Signature]
Chief, Protective Branch

Distribution:

- 1 - OO/CD
- 1 - Security Office (Debriefing Statement Attached)
- 1 - Personnel Office (Wing 1-H Curie Hall)
- 1 - OC-S/PROT File

CONFIDENTIAL

SECRET
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER 101775	
SECTION A GENERAL							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH 10/22/1900		3. SEX M	4. GRADE GS-15	
5. SERVICE DESIGNATION OC		6. OFFICIAL POSITION/TITLE Intelligence Officer (Contact)			7. OFF/DIV/BR OF ASSIGNMENT OO/CD/New Orleans		
8. CAREER/STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE		<input checked="" type="checkbox"/> MEMBER		<input type="checkbox"/> DEFERRED		<input type="checkbox"/> INITIAL	
<input type="checkbox"/> PENDING		<input checked="" type="checkbox"/> DECLINED		<input checked="" type="checkbox"/> DENIED		<input checked="" type="checkbox"/> ANNUAL	
<input type="checkbox"/> REASSIGNMENT/SUPERVISOR		<input type="checkbox"/> REASSIGNMENT/EMPLOYEE					
10. DATE REPORT DUE IN O.P. 31 May 1959			11. REPORTING PERIOD From Sept 58 - Mar 59 To			12. SPECIAL (Specify)	
SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Management of a domestic field office.			RATING NO. 6	SPECIFIC DUTY NO. 4 Obtaining cooperation of non-governmental sources in his area.			RATING NO. 6
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential.			RATING NO. 6	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area.			RATING NO. 4
SPECIFIC DUTY NO. 3 Planning and carrying out effective intelligence collection.			RATING NO. 6	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area.			RATING NO. 3
SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 5
SECTION D DESCRIPTION OF THE EMPLOYEE							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLICABLE	NOT OBSERVED	RATING	
GETS THINGS DONE						1 2 3 4 5	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

APR 29 12 12 PM '59

Subject possesses complete integrity and thorough knowledge of his area. He is able to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which makes him somewhat less than receptive to new ideas and methods particularly when understanding support of the clandestine services is required. His conservatism is, to an extent, an asset in his area; it could be undesirable in some other assignments.

SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
100	Subject is located in New Orleans.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 April 59	Chief, CD/00	E. M. Ashcraft <i>E. M. Ashcraft</i>
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.	
<input type="checkbox"/>	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.	
<input type="checkbox"/>	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.	
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 APR 1959	AD/O	<i>George G. Carey</i> George G. Carey

SECRET

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT					
101775				DDI/CONT		7		V-40					
6. OLD SALARY RATE						7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO.	DA.	YR.				MO.	DA.	YR.		
GS	15	5	13,970	09	16	51	GS	15	X & Y	14,210 14,450	09	21	58
REMARKS EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 Sep 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.													
CERTIFICATION I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.													
TYPED, OR PRINTED, NAME OF SUPERVISOR				DATE		SIGNATURE OF SUPERVISOR							
E. M. ASHCRAFT				24 Feb. '59		<i>E. M. Ashcraft</i>							
PERIODIC STEP INCREASE - CERTIFICATION													

FORM NO 560
1 MAR 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN		4. FUNDS		5. ALLOTMENT					
101775				DDI/CONT		Y-40							
6. OLD SALARY RATE						7. NEW SALARY RATE							
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE				
			MO.	DA.	YR.				MO.	DA.	YR.		
GS	15	5	13,970	09	16	51	GS	15	X & Y	14,210 14,450	09	21	58
TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER													
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP IF EXCESS LWOP, CHECK FOLLOWING: <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD						9. NUMBER OF HOURS LWOP 10. INITIALS OF CLERK 11. AUDITED BY							
TO BE COMPLETED BY THE OFFICE OF PERSONNEL													
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS							
GRADE	STEP	SALARY	MO.	DA.	YR.	EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 SEP 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.							
14. AUTHENTICATION													
15. AUTHENTICATION 16. AUTHENTICATION 17. AUTHENTICATION 18. AUTHENTICATION 19. AUTHENTICATION 20. AUTHENTICATION 21. AUTHENTICATION 22. AUTHENTICATION 23. AUTHENTICATION 24. AUTHENTICATION 25. AUTHENTICATION 26. AUTHENTICATION 27. AUTHENTICATION 28. AUTHENTICATION 29. AUTHENTICATION 30. AUTHENTICATION 31. AUTHENTICATION 32. AUTHENTICATION 33. AUTHENTICATION 34. AUTHENTICATION 35. AUTHENTICATION 36. AUTHENTICATION 37. AUTHENTICATION 38. AUTHENTICATION 39. AUTHENTICATION 40. AUTHENTICATION 41. AUTHENTICATION 42. AUTHENTICATION 43. AUTHENTICATION 44. AUTHENTICATION 45. AUTHENTICATION 46. AUTHENTICATION 47. AUTHENTICATION 48. AUTHENTICATION 49. AUTHENTICATION 50. AUTHENTICATION 51. AUTHENTICATION 52. AUTHENTICATION 53. AUTHENTICATION 54. AUTHENTICATION 55. AUTHENTICATION 56. AUTHENTICATION 57. AUTHENTICATION 58. AUTHENTICATION 59. AUTHENTICATION 60. AUTHENTICATION 61. AUTHENTICATION 62. AUTHENTICATION 63. AUTHENTICATION 64. AUTHENTICATION 65. AUTHENTICATION 66. AUTHENTICATION 67. AUTHENTICATION 68. AUTHENTICATION 69. AUTHENTICATION 70. AUTHENTICATION 71. AUTHENTICATION 72. AUTHENTICATION 73. AUTHENTICATION 74. AUTHENTICATION 75. AUTHENTICATION 76. AUTHENTICATION 77. AUTHENTICATION 78. AUTHENTICATION 79. AUTHENTICATION 80. AUTHENTICATION 81. AUTHENTICATION 82. AUTHENTICATION 83. AUTHENTICATION 84. AUTHENTICATION 85. AUTHENTICATION 86. AUTHENTICATION 87. AUTHENTICATION 88. AUTHENTICATION 89. AUTHENTICATION 90. AUTHENTICATION 91. AUTHENTICATION 92. AUTHENTICATION 93. AUTHENTICATION 94. AUTHENTICATION 95. AUTHENTICATION 96. AUTHENTICATION 97. AUTHENTICATION 98. AUTHENTICATION 99. AUTHENTICATION 100. AUTHENTICATION													
PERIODIC STEP INCREASE - AUTHENTICATION													

1958

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.
 FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.170. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL			
1. NAME (Last) (First) (Middle) [Redacted]	2. DATE OF BIRTH 10/22/00	3. SEX M	4. SERVICE DESIGNATION OC
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT OO/Contact New Orleans		6. OFFICIAL POSITION TITLE Intelligence Officer (Contact) (CNI)	
7. GRADE GS-15	8. DATE REPORT DUE IN OP 9 September 1958	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 8/6/58 - 9/9/58	
10. TYPE OF REPORT (Check one)	SPECIAL (Specify)		
<input type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input checked="" type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION B. CERTIFICATION	
1. FOR THE RATER: THIS REPORT <input type="checkbox"/> WAS <input checked="" type="checkbox"/> HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: Subject not available in Washington area.	

A. CHECK (X) APPROPRIATE STATEMENTS:			
<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "1" IN CI OR D, A WARNING LETTER WAS SENT TO HIM/HER A COPY ATTACHED TO THIS REPORT.	
<input type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):	
<input type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		
B. THIS DATE 17 Aug 58 27 August 1958	C. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR [Signature] E. M. ASHCRAFT	D. SUPERVISOR'S OFFICIAL TITLE Chief, CD/00	
2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.			

DATE 9-28-58
 [Signature]
 CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.		
A. THIS DATE 18/Nov/58	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL [Signature] GEORGE G. CAREY	C. OFFICIAL TITLE OF REVIEWING OFFICIAL AD/O

SECTION C. JOB PERFORMANCE EVALUATION	
1. RATING ON GENERAL PERFORMANCE OF DUTIES	
DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.	
5 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT. 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES. 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS. 4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER. 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

Need to
 put doc
 Batch

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC DUTIES performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES																									
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS																									
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p>DESCRIPTIVE RATING NUMBER</p> <table border="0"> <tr> <td>1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</td> <td>6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</td> </tr> <tr> <td>2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</td> <td>7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</td> </tr> <tr> <td>3 - PERFORMS THIS DUTY ACCEPTABLY</td> <td></td> </tr> <tr> <td>4 - PERFORMS THIS DUTY IN A COMPETENT MANNER</td> <td></td> </tr> <tr> <td>5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB</td> <td></td> </tr> </table>				1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	3 - PERFORMS THIS DUTY ACCEPTABLY		4 - PERFORMS THIS DUTY IN A COMPETENT MANNER		5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB															
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SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER																								
Management of domestic field office	6	Obtaining the effective support of non-governmental sources and contacts in his area	6																								
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER																								
Analysis of assigned area for intelligence potential	6	Liaison with Federal and local agencies and officials in his area	4																								
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER																								
The planning and carrying out of effective intelligence collection	6	Support of other elements of CIA in his area	3																								
<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>Subject possesses complete integrity and thorough knowledge of his area. He has the ability to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which renders him somewhat less than receptive to new ideas and methods, particularly where understanding support of the clandestine services is required. This conservatism is to a degree an asset in the area and the duties to which he is assigned but could be undesirable in some other assignments.</p>																											
<p>SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION</p> <p>DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents...and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <table border="0"> <tr> <td>1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</td> <td></td> </tr> <tr> <td>2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</td> <td></td> </tr> <tr> <td>3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</td> <td></td> </tr> <tr> <td>4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</td> <td></td> </tr> <tr> <td>5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</td> <td></td> </tr> <tr> <td>6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</td> <td></td> </tr> <tr> <td>7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</td> <td></td> </tr> </table> <p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>				1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED		2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW		3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION		4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION		5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS		6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION		7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION											
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SECRET

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section E below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
	10/22/00	M	OC
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
OO/Contact/New Orleans		Intelligence Officer (Contact) (CH)	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 Sept. 1958	9/2/57 - 9/3/58	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPE OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
17 Sept 58 27 August 1958	<i>E. M. ASHCRAFT</i>	Chief, CD/00
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPE OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
18 Sept 58	<i>George G. Carey</i>	AD/O

SECTION G.

ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
 DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

2	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
4	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITY THAN EXPECTED AT HIS PRESENT LEVEL
5	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	
1	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	
2	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	
3	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION	
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level).
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
92

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Subject will leave New Orleans only for an overseas post. He will not do so for duty in Washington. In view of the fact that his intelligence background is entirely in the field of domestic collection, it is difficult to conceive of such an overseas assignment. He is eminently qualified to continue in his present assignment.

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No training or experience planned or required except periodic meetings of Contact Division Field Chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G.4. above.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER
 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

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(When Filled In)

101-775		LANGUAGE DATA RECORD			
PART I-GENERAL					
1. NAME (Last-First-Middle)		2. DATE OF BIRTH			
(17-24)		(25-30)			
		MONTH	DAY	YEAR	
		October	22	1900	
3. LANGUAGE		4. TODAY'S DATE		5.	
(31-32)		(33-39)			
		MONTH	DAY	YEAR	
		April	9	1957	
		<input checked="" type="checkbox"/> I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE			
PART II-LANGUAGE ELEMENTS					
SECTION A. Reading (40)					
1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.					
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.					
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.					
5. I HAVE NO READING ABILITY IN THE LANGUAGE.					
SECTION B. Writing (41)					
1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.					
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.					
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.					
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.					
5. I CANNOT WRITE IN THE LANGUAGE.					
SECTION C. Pronunciation (42)					
1. MY PRONUNCIATION IS NATIVE.					
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.					
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.					
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.					
5. I HAVE NO SKILL IN PRONUNCIATION.					
CONTINUE ON REVERSE SIDE					

CONTINUATION OF PART II—LANGUAGE ELEMENTS	
SECTION D. Speaking (43)	
1.	I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2.	I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3.	I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4.	I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5.	I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.
SECTION E. Understanding (14)	
1.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2.	I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3.	I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4.	I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5.	I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.
BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.	
PART III—EXPERIENCE AS TRANSLATOR OR INTERPRETER (85)	
1.	I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2.	I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3.	BOTH OF THE ABOVE STATEMENTS APPLY.
4.	NONE OF THE ABOVE STATEMENTS APPLY.
PART IV—CERTIFICATION	
<p>I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.</p>	
DATE SIGNED	SIGNATURE
9 Apr 57	<div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>
(46)	(47)

S E C R E T

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE
12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
	101775	GS-15-5	\$12,690	\$13,970

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

S E C R E T

SECRET

(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR Sep 1942 - Dec 1945	
22. BRANCH OF SERVICE U S Marine Corps	23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED U. S.
24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN CIA, New Orleans Field Office, Sept 1947 to date.	

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1. FULL NAME (Last-First-Middle) None		2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES			
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT	
1. FULL NAME (Last-First-Middle)		2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES			
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT	
1. FULL NAME (Last-First-Middle)		2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES			
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT	
1. FULL NAME (Last-First-Middle)		2. RELATIONSHIP	3. AGE
4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES			
5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT	
5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES			

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		YES	<input checked="" type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS. Dividends on stocks, capital gains, interest, rents and an annuity.			

SECTION V CONTINUED TO PAGE 3

SECRET

SECRET

SECTION V CONTINUED FROM PAGE 2

BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Whitney National Bank	New Orleans, La.
Hibernia National Bank	" " "
National American Bank	" " "
National Bank of Commerce	" " "

2. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? YES ☐ NO ☒

3. IF YOU HAVE ANSWERED "YES" TO QUESTION 2 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP U. S.	2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify):
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	4. GIVE PARTICULARS
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (Please papers, etc.)	

SECTION VII EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE	<input type="checkbox"/> OVER TWO YEARS OF COLLEGE - NO DEGREE
<input type="checkbox"/> HIGH SCHOOL GRADUATE	<input type="checkbox"/> BACHELOR'S DEGREE
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	<input checked="" type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE
<input type="checkbox"/> TWO YEARS COLLEGE OR LEAN	<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT		DATE'S ATTENDED		DEGREE REC'D	DATE REC'D	SEM/QUA HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
Loyola University of the South	Phil	Eng	1916	1919	AB	1919	?
Harvard Law School	Law		1920	1923	LLB	1923	?
Cambridge Univ., England	Eng	--	1923	1924	none	--	?
Tulane University Law School	Law		1924	1925	LLB	1925	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
none				

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS
		FROM	TO	
Headquarters US Marine Corps	Military Law	Oct 1944	Feb 1945	about 10

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECRET

(When Filled In)

SECTION VIII GEOGRAPHIC AREA KNOWLEDGE						
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.						
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY			
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Cambridge, Eng.	General only	1923-4	X		X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

I attended Trinity College, Cambridge, for about nine months.

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.					
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY		
			HDQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
None					

SECTION IX TYPING AND STENOGRAPHIC SKILLS				
1. TYPEWRITING (# P.M.)	2. SHORTHAND (# P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM		
20	none	GREGG	SPEEDWRITING	STENOGRAPHY
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)				
none				

SECTION X SPECIAL QUALIFICATIONS	
1. LIST ALL HIGH SCHOOL, COLLEGE, UNIVERSITY, AND PROFESSIONAL DEGREES, DIPLOMAS, CERTIFICATES, ETC., WITH YOUR PROFICIENCY IN EACH	
B.S. in Mechanical Engineering, University of Louisiana, Baton Rouge, La. 1926	
2. INDICATE ANY SPECIAL QUALIFICATIONS RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK	
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORT RANGE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.	
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF ANY.	
Member of the Bar of Louisiana. Also licensed to practise before Federal Courts	
5. FIRST LICENSED CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)
1926	1958

SECRET

SECRET

(When Filled In)

SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

None

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

None

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

None except public speaking incident to legal practice.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

None.

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1	1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	Sep 1947 to Date	GS 15	Office of Operations/Contact Division/H.O.
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	10 (inc. 3 WAEs)	Chief, New Orleans Field Office.	
6	6. DESCRIPTION OF DUTIES		
	Supervision and direction of professional and clerical employees. Carrying out policy and operational directives issued by headquarters. Maintaining liaison with other governmental agencies. Collecting and reporting positive foreign intelligence information. Appropriate duties incidental to the above.		
2	1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
3	1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
4	1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
5	1. INCLUSIVE DATES (From and To)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECRET

When Filled In

CHILDREN AND OTHER DEPENDENTS

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

ADDITIONAL COMMENTS AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED

SECRET

7 P.P.
 Doc 1947
 Doc
 doc date,
 26 May 1947

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS - Answer every question. If you are applying for a position, read the announcement carefully and follow its instructions. Mail this application to the address indicated in the announcement. Be sure to mail to the same address and other forms required by the announcement. Notify the office with which you file this application of any change in your name.

1. Name of examination, or kind of position applied for:

2. Optional subject (if mentioned in examination announcement):

3. Place of employment applied for:

4. Street and number or R. D. number:
 6300 St. Charles Ave.
 City or town or office (including postal zone), and State:
 New Orleans, La.

5. Legal or ruling persons (State):
 Louisiana UP 1447 UP 1447

6. Place of birth (city and State, if born outside U.S., name city and country):
 New Orleans, La.

7. Date of birth (month, day, year):
 22 Oct. 1900

8. Age last birthday:
 46

9. Sex:
☒ Male ☐ Female

10. Height without shoes:
 6' 1 1/2"

11. Weight:
 202

12. Marital status:
☒ Married ☐ Single

13. Have you ever been employed by the Federal Government?
☒ Yes ☐ No

If now employed by the Federal Government, give present grade and date of last change in grade:
 Major USMCR (inactive duty) 15 Aug. 1945

DO NOT WRITE IN THIS BLOCK
 For Use of Civil Service Commission Only

Material
☐ Appor. ☐ Submitted ☐ Returned

Examination
☐ Notation ☐ Approved

OPTION	GRADE	EARNED RATING	EXPERIENCE	AUGM. RATING
			<input type="checkbox"/> 5 years (week)	
			<input type="checkbox"/> 10 years	
			<input type="checkbox"/> Wife or Widow	
			<input type="checkbox"/> Draft	
			<input type="checkbox"/> Being investigated	

INITIALS AND DATE

Indicate "Yes" or "No" answer by placing X in proper column

	YES	NO
15. (a) Would you accept short-term appointment if offered, for—		<input checked="" type="checkbox"/>
1 to 3 months?		<input checked="" type="checkbox"/>
3 to 6 months?		<input checked="" type="checkbox"/>
6 to 12 months?		<input checked="" type="checkbox"/>
(b) Would you accept appointment if offered—		<input checked="" type="checkbox"/>
In Washington, D. C.?		<input checked="" type="checkbox"/>
anywhere in the United States?		<input checked="" type="checkbox"/>
outside the United States?		<input checked="" type="checkbox"/>

15. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:
 New Orleans, La.

(d) What is the lowest entrance salary you will accept: \$ 8000.00 per year.
 You will not be considered for positions paying less.

(e) If you are willing to travel, specify:
☒ Occasionally ☐ Frequently ☐ Constantly

16. EXPERIENCE—You are requested to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EACH position you have held. Use a separate block for EACH position. You may also include any pertinent non-work, civic, welfare or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your present position and work back, accounting for all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question 17. Military experience.

(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION		Salary or earnings	
Exact title of your present position:		Starting \$	per
See appendix "A".		Present \$	per
Description of your work:			
Dates of employment: (Month, year)			
From: To present time			
Place of employment (city and State):			
Name and address of employer (firm, organization, or person):			
If Federal, name department, bureau or establishment, and division:			
Kind of business or organization (e. g., wholesale ret. insurance agency, mfr. of locks, etc.):			
Number and kind of employees supervised by you:			
Name and title of immediate supervisor:			
Reason for desiring to change employment:			

(CONTINUED ON NEXT PAGE)

17. MILITARY EXPERIENCE--(In order to make a complete record of your military experience, please fill in the following information: (a) Name of the service, (b) Branch of service, (c) Grade or position held, (d) Dates of service, (e) Location of service, (f) Nature of service, (g) Awards and decorations, (h) Other pertinent information.)

(a) First Special Service School attended:

See appendix "B"

Location:

Dates attended (month, year):

From: To:

Rating received at end of this training:

(c) Duty assignment after this training: (Give all important changes in duty assignment whether or not you attended a Service School.)

Dates of duty assignment (month, year):

From: To:

(e) Second Special Service School attended:

Location:

Dates attended (month, year):

From: To:

Rating received at end of this training:

(g) Duty assignment after this training:

Dates of duty assignment (month, year):

From: To:

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION--Circle highest grade completed.

1 2 3 4 5 6 7 8 9 10 11 12

Mark (a) the appropriate box to indicate satisfactory completion of:

☐ Elementary School ☐ Junior High School ☒ Senior High School

(a) Name and Location of College or University: Major:

Loyola University, N.O. La. A & S

Harvard Law School, Cambridge Law

Tulane University, N.O. La. Law

Name of Institution	Location	Major	Years Completed		Degrees Conferred		Semester Hours Credit
			From	To	Title	Date	
Loyola University, N.O. La.		A & S	1915	1919	AB	1919	?
Harvard Law School, Cambridge		Law	1920	1923	LLB	1923	?
Tulane University, N.O. La.		Law	1924	1925	LLB	1925	?

(d) List Your Chief Undergraduate College Subjects:

Philosophy, Eng. Science

(e) List Your Chief Graduate College Subjects:

Law and English Litt.

Spent year (1923-1924) at Trinity Coll. Cambridge Univ. England in Eng. Litt. research.

(a) Other training such as vocational, business, trade courses given through the Armed Forces Institute (Give name and location of school, or in service training in a Federal agency):

Judge Advocate General of Navy; USMC Institute

Subjects Studied:

Military Justice

Post-Exchange Actg.

Dates Attended:

1944 1945

Years Completed:

2 1

13. Indicate your knowledge of foreign languages:

Language	READING			SPEAKING			UNDERSTANDING		
	Ext.	Good	Fair	Ext.	Good	Fair	Ext.	Good	Fair
French			X			X			

(a) How was your knowledge of foreign languages acquired?

School and private lessons

(b) If you have traveled or resided in any foreign country, indicate (1) name of country, (2) a few brief facts of the visit, and (3) reason of visit (e.g., business, pleasure, etc.):

England, France, Germany, Italy, Canada, etc. Study and recreation.

20. List any special skills you possess and machines and tools you can use such as operation of short wave radio, machine, computer, key-punch, turret lathe, scientific or professional devices.

Approximate number of words per minute in typing: 40

Practising lawyer in New Orleans for about fifteen years; member New Orleans and Louisiana State Bar Associations.

RECEIVED

23. SEND NAME - List of three persons living in the United States or Territories of the United States who are not related to you and who are not the same age as your qualifications and address for the purpose for which you are applying. (List names of persons listed under item 16 (EXPERIENCE))		JUN 7 8 51 AM '47	
FULL NAME	BUSINESS OR HOME ADDRESS (Give complete address, including street and number)	BUSINESS OR OCCUPATION	
James Gilly, Jr.	V.P. Whitney National Bank, N.O., La.	Banker	
Judge W. T. Testerfield	Court of Appeals, New Court House Bldg., N. O. La.	Judge	
Fred N. Cyden	American Bank Bldg. N. O. La.	Broker.	
24. May inquiry be made of your present employer regarding your character, qualifications, etc.? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not employed.			
Indicate "Yes" or "No" answer by placing X in proper column.		YES NO	
25. Are you a citizen of the United States?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
26. Do you advocate or have you ever advocated, or are you now or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? If your answer is "Yes," give complete details in item 38.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
27. Within the past 12 months, have you habitually used intoxicating liquors to excess?		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
28. Since your 18th birthday, have you ever been convicted or fined or imprisoned, or placed on probation, or have you ever been ordered to appear in court for the violation of any law, police regulation or ordinance (including minor traffic violations for which a fine of \$5 or less was imposed)? If your answer is "Yes," list all such cases under item 30 below. Give in each case: (a) the date (b) the nature of the offense or violation (c) the name and position of the court (d) the penalty imposed (e) any or other circumstances of the case. If applicable, your fingerprints will be taken.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
29. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position? If your answer is "Yes," give in item 30 the name and address of employer, date and reason in each case.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
30. Do you receive an annuity from the U. S. or D. C. Government under any retirement act or any pension or other compensation for military or naval service? If your answer is "Yes," give in item 30 reason for retirement, that is age, disability, or by reason of voluntary or involuntary separation after 5 years' service, amount of retirement pay, and under what retirement act and rating if retired from military or naval service.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
31. Are you an official or employee of any State, Territory, county, or municipality? If your answer is "Yes," give details in item 30.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
32. Does the U. S. Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 5 years? If your answer is "Yes," state in item 30 for EACH such relative: (a) full name (b) present name (if not working), (c) department or agency by whom employed, and (d) name of appointment.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
33. Have you ever had a nervous breakdown? If your answer is "Yes," give complete details in item 30.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
34. Have you ever had tuberculosis? If your answer is "Yes," give complete details in item 30.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
35. Defective distant vision, corrected by glasses			
36. THIS SPACE FOR USE OF APPOINTING OFFICE ONLY			
The information contained in the answers to Question 36 above has been verified by comparison with the discharge certificate on _____ 19____.			
If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination date. Attach to inside of this application.			
FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW (U. S. CODE, TITLE 18, SECTION 50). I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.			
Date 26 May 1947		Signature of applicant J. W. B. [Signature]	
Address 19-00000		Mrs. J. W. B. [Signature]	

APPENDIX "A"

HISTORY OF EMPLOYMENT.

(Sec. 21 in Form 225; Sec. 16 in USCGC Std. Form 57)

The following is a complete account of my business and professional activities since my return to New Orleans, from England, in the fall of 1924.

I had obtained a law degree from Harvard in 1923, but, as the law of Louisiana differs in many important respects from the Common Law, I entered Tulane University Law School, in October 1924, to study Louisiana Civil Code subjects. In the afternoons I worked as a researcher for the law firm of Spencer, Stillee, Phelps and Dunbar, (now Phelps, Dunbar, Burke and Staveria) 1010 United Trust Co. Bldg., New Orleans, La.

In July 1925 I received the degree of LL.B. from Tulane, passed the Louisiana Bar examinations, and entered practice as an associate of the firm named above. My salary was, as I recall it, \$100.00 per month, plus 75% of the fees on the business which I originated. Such fees were negligible. My work consisted in research on matters assigned by members of the firm, and the handling of minor matters of litigation.

Among the clients of the Spencer firm was the New Orleans Bank & Trust Co., a small bank which had been organized a few years previously. In 1928 the bank decided to open a Trust Department, and offered me the job of organizing and running it, at a salary of \$4000.00 per year. I accepted, organized the department and operated it successfully until 1931. My work consisted in collecting wills, trusts and custodianship accounts, investing the funds of beneficiaries, administering estates and handling receiverships.

In 1931 the discount department of the New Orleans Bank & Trust Co. got into difficulties, and, for the protection of the depositors, the entire bank was taken over by the Interstate Trust & Banking Co., of New Orleans. No loss was suffered by any of the customers of the Trust Department. I became assistant Trust Officer of the Interstate Bank, and could have remained there indefinitely, but I disliked the environment and the policies of the management, and I could see very little prospect for advancement, so I resigned when the trust accounts had been transferred.

In the fall of 1931 I organized a corporation which was to erect a moving-letter on Canal St., similar to the one on the Times Building in New York. Seven men were to be derived from the sale of covering which was to be anticipated among news dispatches. It proved impossible, however, to sell sufficient contracts to make the operation profitable, and I liquidated the corporation in the early part of 1932.

Two of my classmates at Tulane, Bernhard J. Deutch and H. Lucien Herrigan had been practicing law together since graduation, and were becoming quite successful. They asked me to join them, and, in the summer of 1932, I became a member of the firm of Deutch, Herrigan & Burke. For the next five years we engaged in the general civil practice of law in all City, State and Federal Courts. From others, we represented the Hillmeyer Engineering Co., the Item Co., Ltd., publisher of one of the local daily papers, the Standard Lumber Co., and a number of insurance companies, and local corporations and individuals.

My work covered the whole field of civil corporate and individual practice: the preparation of pleadings, interviewing witnesses, conducting litigation, writing briefs, arguing cases in the instant and appellate courts, examining titles, administering estates, handling taxation matters, etc. My income averaged approximately \$9000.00 per annum.

I resigned from the firm in 1937 and continued practice, as an individual, with offices in the Canal Park Building, until I entered military service in 1941. My income during that period varied between five and eight thousand dollars.

I was on active duty in the U.S. Marine Corps from September 1st to December 1945. While I was overseas my mother died, leaving a considerable estate. I was named executor in her will, and, after my return, I spent several months in administering

APPENDIX "A"

the estate, transferring the securities and working out some rather complicated tax-ten matters.

I had decided, while in service, that I did not want to return to active law-practice. The clients I had had before the war were being adequately served by other attorneys, and it would have meant starting all over again from scratch. I did not want to do that, so I began looking for a business in which I could invest capital and my services. Naturally, I have found quite a few, but none, as yet, which meets my requirements.

I am a member of the Board of Directors of the following corporations: The National Service & Appraisal Co., of Chicago, Ill., which is in the credit reporting business; the Cahill Realty Co., of St. Louis, Mo., a family real estate company; The Equitable Real Estate Co., Ltd., of New Orleans; and Mircelo Services, Inc., a company which some of my associates and I organized recently to operate "laundromats" in this territory.

I have been active in Civic matters, acting as team captain in drives of the Community Chest, and have taken part in drives by the Red Cross, the Anti-Tuberculosis Society, the Cancer Society, etc. I am a member of the Board of the Children's Bureau, a Chest agency, and a member of its finance committee.

MILITARY SERVICE.

APPENDIX "B"

(Sec. 16 in Form 2105; Sec. 17 in US330 Std. Form 57)

In the spring of 1942 the war came pretty close to New Orleans. There were submarines in the Gulf, tankers were being torpedoed as they left the river, and the hospitals were filled with horribly burned seamen. I was anxious to do what I could, but I felt that at my age there was little hope of taking an active part. I became an Air Raid warden, and helped sell some War Bonds, and I thought that was about all I would be able to do.

Then the Marine Corps came out with an announcement that commissions were open in Aviation Intelligence to men up to 45 years of age. I saw the Recruiting Officer, and he recommended me for such a commission. Nothing happened for some time, so when I was next in Washington on business I went to Marine Corps Headquarters and looked up up Colonel Halford, whom I had known in New Orleans.

He ascertained that Aviation Intelligence was filled up, but stated that he would be glad to have me in the Recruiting Division, and that I might transfer to Aviation Intelligence later on. I was delighted to get into the Marine Corps, and accepted a commission as Captain on 8 September 1942.

After an indoctrination course at Quantico, Va., I was ordered to San Antonio, Tex., as assistant recruiting officer. I remained there for three months, devoting most of my time to the Student Officer procurement program in the various Texas colleges.

In December, 1942, the Marine Corps, which had, prior to that time, been an exclusively volunteer organization, was placed under the Selective Service System, and Marine Corps Headquarters decided to follow the lead of the Navy and appoint a Marine officer as liaison to each state Selective Service Headquarters. I was one of those appointed, and was ordered to Raleigh, N.C., on 12 January 1943.

The post at Raleigh was one of some importance because of the large Marine Corps bases at New River, Cherry Point and Edenton, at which over one hundred thousand Marines were in training, and at which construction and maintenance programs involving several hundred millions of dollars were in operation. It was my duty to supervise the induction of all North Carolina selectees who were assigned to the Marine Corps through the Selective Service System, and to represent the various Marine Corps installations in their dealings and disputes with local draft boards concerning the deferment of about five thousand civilian employees.

In addition, I took an active part in the administration of the Selective Service Headquarters in Raleigh and throughout the state, interviewing registrants, their employers and dependents, advising local and appeal boards, setting up replacement schedules for various industries and passing on the merits of about eleven thousand appeals.

The work was interesting and productive, and living in Raleigh was certainly "good duty", but I had never lost my desire for overseas duty and made two attempts to transfer to Aviation, both of which were unsuccessful. Then, in September 1944 I heard that Marine Divisions overseas were badly in need of Legal Officers, and I immediately applied for transfer. I was ordered to Headquarters for indoctrination, and, after a tour of duty in the office of the Judge Advocate General of the Navy, I was sent to Camp Lejeune in February 1945 for further training. In April 1945 I sailed from San Francisco, and in May I joined the Fourth Marine Division, Fleet Marine Force, Pacific, at Maui, as Division Legal Officer. I continued in that post until the war ended and I procured a transfer to the inactive list.

A Marine Division consists of approximately 12,000 men. The Division Legal Officer is directly responsible to the Commanding General for the administration of military justice throughout the command, and supervises the work and findings of all General, Summary and Deck Courts, as well as those of all Boards of Investigation and Courts of Inquiry. He advises the Commanding General on the action to be taken as Convening Authority or Immediate Superior in Command. In addition he advises the Commanding General and Chief of Staff on all legal matters arising out of contact with natives, with civilian and military authorities and with the owners of training areas.

[REDACTED]

APPENDIX "B"

used by the troops. Moreover, he acts as Legal Assistance Officer to the Division, which involved, during my term of office, the giving of legal advice and service to about eight hundred individuals.

I returned to the United States on 25 October 1945, and completed my terminal leave on 10 December 1945.

During my term of service my superiors rendered reports on my fitness each ninety days. All of these reports were favorable, and many of them contained commendations. I was promoted to Major in August 1945, to rank from May 1943, and I hold a permanent commission as Major in the Reserve. My file number is [REDACTED]

Dec. 1945 to Jan. 1947

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8 of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Operations/Contact/New Orleans Office		IO (Contact) (Ch)	
7. GRADE	8. DATE REPORT DUE IN CP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1957	9/9/56 - 9/8/57	
10. TYPE OF REPORT (Check one)		SPECIAL (Specify)	
<input checked="" type="checkbox"/> ANNUAL			

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "2" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM BY COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
<input type="checkbox"/> I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE 31 Oct 57 C. TYPED NAME AND SIGNATURE OF SUPERVISOR E. M. Ashcraft D. SUPERVISOR'S OFFICIAL TITLE Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Posted Pos. Control *GW* DATE 11-1-57
Reviewed by PLO *Reck* 11-1-57

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE 31 Oct 1957 B. TYPED NAME AND SIGNATURE OF REVIEWING OFFICIAL George G. Carey C. OFFICIAL TITLE OF REVIEWING OFFICIAL Assistant Director for

SECTION C. JOB PERFORMANCE EVALUATION Operations

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

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Performance

(4)

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(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

- State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
- Rate performance on each specific duty considering ONLY competence in performance of this specific duty.
- For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
- Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
- Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
- Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
- For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER	1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY	6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
	2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY	
	3 - PERFORMS THIS DUTY ACCEPTABLY	
	4 - PERFORMS THIS DUTY IN A COMPETENT MANNER	
	5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB	
	7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY	

SPECIFIC DUTY NO. 1	RATING NUMBER	SPECIFIC DUTY NO. 4	RATING NUMBER
Management of domestic field office	6	Obtaining the effective support of non-governmental sources and contacts in his area	6
SPECIFIC DUTY NO. 2	RATING NUMBER	SPECIFIC DUTY NO. 5	RATING NUMBER
Analysis of assigned area for intelligence potential	6	Liaison with Federal and local agencies and officials in his area	4
SPECIFIC DUTY NO. 3	RATING NUMBER	SPECIFIC DUTY NO. 6	RATING NUMBER
The planning and carrying out of effective intelligence collection	6	Support of other elements of CIA in his area	3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Complete integrity; knowledge of area, familiarity with source potentials and attitudes, ability to obtain close cooperation of non-governmental sources at high level; loyalty to staff. Somewhat inclined to take legalistic approach to relationships with other elements of CIA and other IAC local representatives, with consequent loss of flexibility.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual, ...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents, ...and how he fits in with your team. Compare him with others doing similar work of about the same level.

- DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
- OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
- A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
- OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
- A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
- AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
- EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

6

RATING
NUMBER

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

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(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CI no later than 30 days after the due date indicated in item 8 of Section "F" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Operations/Contact/New Orleans Office		IO (Contact)	
7. GRADE	8. DATE REPORT DUE IN OP.	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1957	9/9/56 - 9/8/57	
10. TYPE OF REPORT (Check one)	11. SPECIAL (Specify)		
<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> REASSIGNMENT-SUPERVISOR		
<input type="checkbox"/> ANNUAL	<input type="checkbox"/> REASSIGNMENT-EMPLOYEE		

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPE OF PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
31 Oct 57	<i>E. M. Ashcraft</i>	Chief, Contact Division
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPE OF PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
31 Oct 57	<i>George G. Carey</i>	Assistant Director for

SECTION G.

ESTIMATE OF POTENTIAL

Operations

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		Other (Specify)		

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OFFICE OF PERSONNEL
Nov 1965

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION
80

4. COMMENTS CONCERNING POTENTIAL:
He is willing to leave the New Orleans area for an overseas tour, but not for duty in Washington. Since his background has been entirely in the general election field, and since he has no substantive training, it is difficult to conceive of such an overseas position. He is eminently suited to continue in his present assignment.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL
No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS
See Section G(4) above.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

CATEGORY NUMBER

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS CONSERVATIVE	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STIMULUS AND CONTINUOUS SUPERVISION

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(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Operations/Contact/New Orleans Office		IO (Contact)	
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1956	9/9/55 - 9/8/56	
10. TYPE OF REPORT (Check one)			
<input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> SPECIAL (Specify)			

SECTION B.

CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:
 Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "S" IN C1 OR D, A WARNING LETTER HAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	<i>E. M. ASHCRAFT</i>	Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY <i>gwr</i> DATE 11-13-56
Posted For Control
Reviewed by <i>gwr</i> 11/15

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
8	<i>George G. Carey</i>	GEORGE G. CAREY Assistant Director for Operations

SECTION C.

JOB PERFORMANCE EVALUATION

Operations

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him (her) with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5 INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p>DIRECTIONS:</p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with other individuals performing similar duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONVINCS SUPERVISORS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS RECORDS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONVINCS SUPERVISORS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS RECORDS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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<p>3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE</p> <p>DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>The ability to obtain high degree of cooperation from important industrial and educational sources in his area; ability to plan and direct the operations of his office with efficiency and exceptionally high standards; complete integrity. This integrity, coupled with a somewhat legalistic approach to many problems, tends to make him somewhat inflexible in his approach to the sometimes unusual requirements of Intelligence, particularly when they concern clandestine matters.</p>																											
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<p>IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:</p>																											

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SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the (N) no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E.

GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
	22 Oct 1900	M	OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
Operations/Contact/New Orleans Office		IO (Contact)	
7. GRADE	8. DATE REPORT DUE IN OF	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	9 September 1956	9/9/55 - 9/8/56	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
	<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT-EMPLOYEE	

SECTION F.

CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	<i>E. M. ASHCRAFT</i>	Chief, Contact Division
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
8 Nov 1956	<i>George G. Carey</i>	Assistant Director for Operations

SECTION G.

ESTIMATE OF POTENTIAL

Operations

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2 SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: "Has this person the ability to be a supervisor?" ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	3	A GROUP, WHOLE OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

SECRET

(When Filled In)

1. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION <div style="display: flex; justify-content: space-between;"> 70 OFFICE - PERSONNEL </div>																																																																			
2. COMMENTS CONCERNING POTENTIAL <p>He has indicated his unwillingness to leave the New Orleans area, he is eminently fitted to continue in his present job and, with the possible exception of logistics, it is difficult to conceive of another area in CIA to which he would readily adapt.</p>																																																																			
<div style="text-align: right;">MAIL ROOM</div>																																																																			
SECTION H. FUTURE PLANS																																																																			
1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL <p>No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/00 field chiefs.</p>																																																																			
2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS <p>See Section G (4) above.</p>																																																																			
SECTION I. DESCRIPTION OF INDIVIDUAL																																																																			
DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.																																																																			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL</p> <p>CATEGORY NUMBER</p> <p>1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE</p> <p>2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE</p> <p>3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE</p> <p>4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE</p> <p>5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE</p> </div> <div style="width: 50%;"> <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>CATEGORY</th> <th>STATEMENT</th> <th>CATEGORY</th> <th>STATEMENT</th> <th>CATEGORY</th> <th>STATEMENT</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>1. ABLE TO SEE ANOTHER'S POINT OF VIEW</td> <td>5</td> <td>15. HAS HIGH STANDARDS OF ACCOMPLISHMENT</td> <td>4</td> <td>21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES</td> </tr> <tr> <td>5</td> <td>2. CAN MAKE ADJUSTMENTS ON HIS OWN WHEN NEED ARISES</td> <td>4</td> <td>12. SHOWS ORIGINALITY</td> <td>3</td> <td>22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS</td> </tr> <tr> <td>5</td> <td>3. HAS INITIATIVE</td> <td>4</td> <td>13. ACCEPTS RESPONSIBILITIES</td> <td>4</td> <td>23. IS THOUGHTFUL OF OTHERS</td> </tr> <tr> <td>5</td> <td>4. IS ANALYTIC IN HIS THINKING</td> <td>3</td> <td>16. ADMITS HIS ERRORS</td> <td>4</td> <td>24. BORES WELL UNDER PRESSURE</td> </tr> <tr> <td>5</td> <td>5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS</td> <td>4</td> <td>15. RESPONDS WELL TO SUPERVISION</td> <td>4</td> <td>25. DISPLAYS JUDGEMENT</td> </tr> <tr> <td>4</td> <td>6. GROWS WHEN HE SEES ASSISTANCE</td> <td>4</td> <td>16. DOES HIS JOB WITHOUT STRONG SUPERVISION</td> <td>5</td> <td>26. IS SECURITY CONSCIOUS</td> </tr> <tr> <td>4</td> <td>7. CAN GET ALONG WITH PEOPLE</td> <td>3</td> <td>17. COMES UP WITH SOLUTIONS TO PROBLEMS</td> <td>3</td> <td>27. IS VERSATILE</td> </tr> <tr> <td>5</td> <td>8. HAS MEMORY FOR FACTS</td> <td>4</td> <td>18. IS OBSERVANT</td> <td>4</td> <td>28. HIS CRITICISM IS CONSTRUCTIVE</td> </tr> <tr> <td>4</td> <td>9. GETS THINGS DONE</td> <td>4</td> <td>19. THINKS CLEARLY</td> <td>5</td> <td>29. FACILITATES SMOOTH OPERATION OF HIS OFFICE</td> </tr> <tr> <td>5</td> <td>10. CAN COPE WITH EMERGENCIES</td> <td>4</td> <td>20. COMPLETES ASSIGNMENTS WITHIN ALLOCATED TIME LIMITS</td> <td>4</td> <td>30. DOES NOT REQUIRE STRONG AND CONFIDENT SUPERVISION</td> </tr> </tbody> </table> </div> </div>		CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT	3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	15. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES	5	2. CAN MAKE ADJUSTMENTS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS	5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS	5	4. IS ANALYTIC IN HIS THINKING	3	16. ADMITS HIS ERRORS	4	24. BORES WELL UNDER PRESSURE	5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT	4	6. GROWS WHEN HE SEES ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPERVISION	5	26. IS SECURITY CONSCIOUS	4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE	5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE	4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE	5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOCATED TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONFIDENT SUPERVISION
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(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

DATE

annual 9-9-56 next report due

Posted Pos. Control

OCT 18 1955

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS REVIEWED BY THE PERSONNEL OFFICER

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
	22 Oct 1900	M	OC
5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
9 September 1947	Operations	Contact	New Orleans Office
9. NATURE OF ASSIGNMENT <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/> FIELD	10. IF FIELD, SPECIFY STATION:	11. GRADE	
	New Orleans, Louisiana	GS-15	
12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive dates)		
9 September 1955	9/9/54 - 9/8/55		

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, New Orleans Office GS-13, 2/1-55	19 September 1948
3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):	

The active management of a major domestic field office. This includes: (1) the supervision and direction of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of methodical exploitation of the intelligence sources within his area, and the maintenance of close and effective relationship with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, required within his area; and (4) the maintenance of all Federal, State and local liaisons necessary to the accomplishment of his mission.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☐ has ☒ has not been shown to the individual rated.

THIS DATE	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor)
10 October 55	E. M. ASHCRAFT
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	
THIS DATE	NAME AND SIGNATURE OF REVIEWING OFFICIAL (Official next higher in line of authority)
10 Oct 55	GEORGE G. CAREY

SECRET
(When Filled In)

SECTION IV

OFFICE OF PERSONNEL
OCT 14 2 05 PM '55
MAIL ROOM

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left, then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have a definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	CATEGORIES				
		DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X			
B. PRACTICAL.					X	
1. A GOOD REPORTER OF EVENTS.					X	
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.					X	
3. CAUTIOUS IN ACTION.						X
4. HAS INITIATIVE.					X	
5. UNEMOTIONAL.				X		
6. ANALYTIC IN HIS THINKING.						X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.					X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.				X		
9. HAS SENSE OF HUMOR.					X	
10. KNOWS WHEN TO SEEK ASSISTANCE.					X	
11. CALM.				X		
12. CAN GET ALONG WITH PEOPLE.				X		
13. MEMORY FOR FACTS.					X	
14. GETS THINGS DONE.						X
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.					X	
16. CAN COPE WITH EMERGENCIES.						X
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.						X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.					X	
19. HAS WIDE RANGE OF INFORMATION.						X
20. SHOWS ORIGINALITY.					X	
21. ACCEPTS RESPONSIBILITIES.					X	
22. ADMITS HIS ERRORS.				X		
23. RESPONDS WELL TO SUPERVISION.				X		
24. EVEN DISPOSITION.				X		
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.					X	

SECRET

(When Filled In)

SECRET

SECRET

(When Filled In)

OFFICE OF PERSONNEL

OCT 14 2 05 PM '55

MAIL ROOM

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTLIGNS ALL OTHER CONSIDERATIONS.

Integrity and general competence.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☒ NO ☐ YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None, beyond periodic visits to Division headquarters.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

See B. above.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- ☐ 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- ☐ 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- ☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- ☐ 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- ☒ 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- ☐ 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? ☒ NO ☐ YES. IF YES, WHAT?

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRRATED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- ☐ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- ☒ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him in potentiality for assumption of greater responsibilities normally indicated by promotion.

- ☐ 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- ☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- ☐ 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- ☐ 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- ☐ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- ☐ 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- ☐ 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- ☐ 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- ☐ 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- ☒ 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- ☐ 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- ☐ 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

None applicable. He is capable of greater responsibilities in certain areas.

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ISSUED IN LIEU OF FORM 50

NATURE OF ACTION CHANGE IN OCCUPATIONAL CODE AND/OR TITLE.

EFFECTIVE DATE 31 MARCH 1955

POSITION TITLE

NEW CODE

NAME

POSITION NUMBER

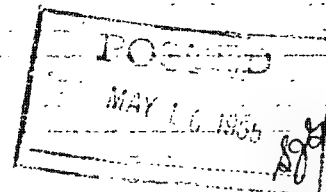
IO-CONTACT-CH

GS-0132.21

[REDACTED]

K 195

101775



APPROVED HARRISON G. REYNOLDS
DIRECTOR OF PERSONNEL

Handwritten signature and initials, possibly 'J. G. Reynolds' and 'H. G. Reynolds'.

SECRET

[redacted]
Post Office Box 1016
New Orleans, La.

6 December 1954

Mr. C. F. Camp
Chief, Personnel Procurement
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Camp:

I am today in receipt of your letter of
1 December 1954 concerning Mr. Clapp's visit
and Mr. McBride.

I was not in New Orleans at the time when
Mr. Clapp was here and accordingly did not
have the pleasure of seeing him.

I am sorry that Mr. Clapp did not succeed
in making contact with Mr. McBride. If I
happen to learn of a more recent address of
Mr. McBride, I shall pass the information on
to you.

Very truly yours,

[redacted]

[redacted] En

SECRET

7-672

DD/P - 1-1931-b

SEP 16 1954

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Concentration of DD/I Personnel

1. For the past several months my office has had an urgent and a continuing need for intelligence about Guatemala -- for intelligence in such variety that at one time or another almost every DD/I component contributed.
2. Each of them -- offices as well as individuals within the DD/I area -- responded with a highly impressive alacrity and completeness. Their contributions were thorough in their coverage and fast in their preparation.
3. It is difficult to cite the work of particular individuals and components of DD/I, because much inconspicuous but essential labor must never have come to my attention. Risking the chance that such work might unfairly go unrecognized, I nevertheless believe that the work of the following individuals and units deserves special recognition:

John M. Armstrong, Milton H. Brown, [redacted] and [redacted] OGI.

Miss Dorothy A. Braxton, [redacted] Hunter D. Leake and Lloyd A. Ray, New Orleans field office, OO/C.

[redacted] [redacted] OO/C.

Miss [redacted] and [redacted] Geography Division, ORR.

[redacted] [redacted] [redacted] and Robert J. Voskuil, Cartography Division, ORR.

[redacted] [redacted] and [redacted] Photo Intelligence Division, ORR.

[redacted] and [redacted] OO/C.

[redacted] New York field office, OO/C.

SECRET

SECRET

- 2 -

Office of Research and Reports which put its major resources at our disposal. ORR's geographic research area freely gave us the time of trained cartographers and interpreters. Without their skills, and the endless hours they applied those skills for us, our operations would have been most difficult. ORR's economic research area contributed less only because we asked for less; economic intelligence was not as vital as geographic intelligence to this operation. In addition, the major economic contribution was recognized and commended in my 7 June 1954 memorandum to you.

Foreign Broadcast Information Division which monitored Guatemalan and related broadcasts with more than its usual care, and, among other special activities, arranged a direct wire service so that our field headquarters unit received the monitored broadcasts immediately. The entire division turned to its task with such unity that singling out for commendation the work of any of its people is impossible.

Foreign Documents Division which gave us translations quickly and in the priority needed. Its service was the more remarkable for its lack of a Western Hemisphere unit. Initiative, flexibility, and willingness were substituted for this organizational lack.

Central Station which provided a wide variety of services we requested, and on its own initiative proposed other useful services. In its detailed collection of Central American intelligence information by its network of domestic field stations, it carefully watched the southern ports of entry into the United States on a 24-hour day basis, it provided us with commercial news clipping services and the texts of news broadcasts, and it located, surveilled and in many cases interviewed Guatemalans within the United States in whom we were interested.

CIA Library, especially its Book Branch. All components, however contributed. Its clipping service was reliable, alert, and keen to render maximum service. The Information Section promptly handled numerous spot requests and gave resourceful assistance well beyond the confines of its routine duties. The Book Branch surveyed periodical and scholarly literature meticulously, and thus uncovered much information useful to a psychological campaign.

Graphics Register whose Photo Branch and Film Branch both gave services much beyond the normal course of duty, and showed ingenuity in locating and preparing special materials.

Richard M. Wisner
FRANK G. WISNER
Deputy Director (Plans)

SECRET

SECURITY INFORMATION

BY: *[Signature]* DATE: _____

Ps. Cont:

Items 1 through 6, will be completed by Administrative or Personnel Offices

1. [REDACTED]		2. GRADE GS-15		3. POSITION TITLE Intelligence Officer (Chief)		CD-00
4. OFFICE DDI/00		STAFF OR DIVISION Contact		BRANCH New Orleans		<input type="checkbox"/> DEPT'L <input checked="" type="checkbox"/> FIELD
5. PERIOD COVERED BY REPORT From 9/9/53 To 9/8/54		6. TYPE OF REPORT <input type="checkbox"/> Initial <input type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Reassignment of Supervisor <input type="checkbox"/> Special				

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

General and detailed supervision, direction and support of the activities of personnel attached to the New Orleans Office, with a view to insuring the highest standard of professional and clerical performance and the most complete coverage of the area within this office's jurisdiction. Interpretation and implementation of policies originated by higher echelons. Maintenance of liaison with field installations of other IAC agencies for the purpose of effecting coordination of domestic intelligence collection. Collection and reporting of positive foreign intelligence information from domestic nongovernmental sources. Provision of support to other components of CIA.

B. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

In the type of work in which I am presently engaged.

10.

31 August 1954

DATE _____

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

He performs these duties conscientiously and efficiently.

SECRET
SECURITY INFORMATION

OFFICE OF PERSONNEL

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?	
By the maintenance of his office and official relationships in an area of peculiar traditional independence and integrity, on a firm and high level.	
13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR FURTHER IMPROVEMENT?	
To continuing his present efforts to reach a broader understanding of the whole intelligence problem, both within CIA and in the IAC complex. To a more tolerant approach to support problems.	
14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.	
He is capable of greater responsibilities now.	
15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)	
No.	
16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?	
None, other than periodic visits to OO/C headquarters.	
17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.	
18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.	
24 Sept. 54 DATE	<i>[Signature]</i> SIGNATURE OF SUPERVISOR
19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)	
27 Sept 54 DATE	<i>[Signature]</i> SIGNATURE OF REVIEWING OFFICIAL
20. COMMENTS: (if necessary, may be continued on reverse side of cover sheet.)	

SECRET

RESEARCH IN PROGRESS

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE PREPARING THIS FORM												
STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE <div style="border: 1px solid black; height: 20px; width: 200px; margin-top: 5px;"></div>						OFFICE NO. 00		DIVISION Contract				
						BRANCH		SECTION New Orleans Off.				
I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)												
AGENCY		LOCATION		FROM			TO			TOTAL SERVICE		
				DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
Central Intelligence Agency		New Orleans, La.		✓		1947	5	1	52	29	3	4
Total Civilian Service												
II. MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)												
BRANCH OF SERVICE				FROM			TO			TOTAL SERVICE		
				DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
U S Marine Corps (Reserve)				8	9	1942	21	10	1945	26	1	1
Total Military Service										26	1	1
III. CERTIFICATION												
<p>I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.</p> <p style="text-align: center;">11 Dec 1961.</p> <div style="position: relative; height: 40px;"> DATE </div>												
IV REMARKS: (CONCERNING ABOVE SERVICE)						V FOR PERSONNEL OFFICE USE ONLY						
						TOTAL CREDITABLE SERVICE						
						DAYS		MONTHS			YEARS	
						23		5			7	
MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE												

1. Agency and organizational designation CENTRAL INTELLIGENCE AGENCY		2. Fiscal period Oct-Nov Orleans Office		3. Block No. 4238	4. Slip No.
5. Employee's name				6. Grade and salary G-15 \$10,750.00	
PAY ROLL CHANGE DATA					
	BASE PAY	OVERTIME	GROSS PAY	TAX	NET
7. Previous normal					
8. New normal					
9. Pay this period					
10. Remarks: PURSUANT TO DCI DIRECTIVE EFFECTIVE 24 OCT. 1951 SALARY ADJUSTED TO \$ <u>11,800.00</u>				11. Appropriation(s)	
				12. Prepared by	
				13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase					
14. Effective date 9/14/51	15. Date last equivalent increase 8/17/50	16. Old salary rate \$10,750.00	17. New salary rate \$11,000.00	18. (a) Efficiency rating is good or better than good and service and conduct requirements certified: (b) <i>[Signature]</i> Signature of Other Administrative Officer	
19. Suspension date 10/12/51					
20. LWOP date (fill in appropriate spaces covering LWOP during following period(s)) Period(s): <input type="checkbox"/> No excess LWOP Total excess LWOP: 10/12/51 Initials of Clerk: 101/151					
STANDARD FORM NO. 1126-1 Form prescribed by Comp. Gen., U. S. Feb. 3, 1950, General Regulations No. 102 PAY ROLL CHANGE SLIP—PERSONNEL COPY					

CONFIDENTIAL
Security Information

NOTICE OF CHANGE IN POSITION SLOTTING AND
OR CHANGE IN POSITION DESIGNATION

NO CHANGE IN GRADE IS INVOLVED

DATE OF T O APPROVAL 6 FEB 1952
EFF DATE OF POSITION SLOTTING 24 MARCH 52
OO CONTACT DIVISION

NAME & TITLE	PERSONS GRADE SERIES	POSITION NUMBER
[REDACTED] IO CHIEF	GS 132 15	K195
RAY LLOYD ANTHONY INTEL OFFICER	GS 132 14	K196
LEAKE HUNTER C II INTEL OFFICER	GS 132 14	K19601
BRANDAO DOROTHY A ADM ASSISTANT	GS 301 7	K197
[REDACTED] INTEL OFFICER	GS 132 7	K198
[REDACTED] SECRETARY STENO	GS 310 5	K199
[REDACTED] SECRETARY STENO	GS 310 5	K19901
[REDACTED] CLERK STENOGRAPHER	GS 312 4	K200

HOUSTON OFFICE

RISCHE ERNEST A IO CHIEF	GS 132 15	K201
[REDACTED] INTEL OFFICER	GS 132 14	K202
[REDACTED] INTEL OFFICER	GS 132 13	K203

CONFIDENTIAL

Public Law 513, approved May 13, 1950, 81st Congress (2nd Session), is quoted verbatim herewith:

"AN ACT

"To enhance further the security of the United States by preventing disclosures of information concerning the cryptographic systems and the communications intelligence activities of the United States.

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That whoever shall knowingly and willfully communicate, furnish, transmit, or otherwise make available to an unauthorized person, or publish, or use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States any classified information (1) concerning the nature, preparation, or use of any code, cipher, or cryptographic system of the United States or any foreign government, or (2) concerning the design, construction, use maintenance, or repair of any device, apparatus, or appliance used or prepared or planned for use by the United States or any foreign government for cryptographic or communication intelligence purposes; or (3) concerning the communication intelligence activities of the United States or any foreign government, or (4) obtained by the processes of communication intelligence from the communications of any foreign government knowing the same to have been obtained by such processes, shall be fined not more than \$10,000 or imprisoned not more than ten years, or both.

"Sec. 2. (a) The term 'classified information' as used herein shall be construed to mean information which, at the time of a violation under this Act, is, for reasons of national security, specifically designated by a United States Government Agency for limited or restricted dissemination or distribution

"(b) The terms 'code', 'cipher', and 'cryptographic system' as used herein shall be construed to include in their meanings, in additions to their usual meanings, any method of secret writing and any mechanical or electrical device or method used for the purpose of disguising or concealing the contents, significance, or meanings of communications.

"(c) The term 'foreign government' as used herein shall be construed to include in its meaning any person or persons acting or purporting to act for or on behalf of any faction, party, department, agency, bureau, or military force of or within a foreign country, or for or on behalf of any government or any person or persons purporting to act as a government within a foreign country, whether or not such government is recognized by the United States.

"(d) The term 'communication intelligence' as used herein shall be construed to mean all procedures and methods used in the interception of communications and the obtaining of information from such communications by other than the intended recipients.

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"(e) The term 'unauthorized person' as used herein shall be construed to mean any person who, or agency which, is not authorized to receive information of the categories set forth in section 1 of this Act, by the President, or by the head of a department or agency of the United States Government which is expressly designated by the President to engage in communication intelligence activities for the United States.

"Sec. 3. Nothing in this Act shall prohibit the furnishing, upon lawful demand, of information to any regulary constituted committee of the Senate or House of Representatives of the United States of America, or joint committee thereof."

I, , do hereby certify that

I have read, and thoroughly understand, Public Law 513, quoted above.

Signed:

Date : 6 Nov. 1950

Witness :

Position: Communicator, N.C.

Date : 6 November 1950

CONFIDENTIAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

104 (sk) 130

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
01975		10/22/1900		4/11/50
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Periodic Step Increase		3/19/50	CIA Admin. Inst. 20-8 Dated 12/9/49	
FROM		TO		
Regional Manager (Intelligence Officer) GS-15		Regional Manager (Intelligence Officer) GS-15		
GS-15 \$10500.00 per annum		GS-15 \$10750.00 per annum		
Operations Contact New Orleans Office		Operations Contact New Orleans Office		
New Orleans, Louisiana		New Orleans, Louisiana		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> 5-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB <input type="checkbox"/> UNHAB		NEW <input type="checkbox"/> VICE <input type="checkbox"/> 1 <input checked="" type="checkbox"/> A <input type="checkbox"/> RIAL Bu./V-192		
15. SLA	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES--NO)	19. DATE OF APPOINT. (EXCLUSIONS ONLY)
H	W	FROM: 2103900 TO: 529-309	Yes	
		20. LEGAL RESIDENCE		21. REMARKS
		CLAIMED <input checked="" type="checkbox"/> PROVED <input type="checkbox"/>		<p>21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.</p> <p>*Last equivalent salary increase 9/19/48</p> <p>Efficiency Rating: Excellent Approved 3/20/49</p> <p>Conduct Report: Satisfactory Dated 3/6/50</p>
		STATE: Louisiana		
ENTRANCE EFFICIENCY RATING:		22. SIGNATURE OR OTHER AUTHENTICATION		
		<p>Andrew E. Van Esso. ANDREW E. VAN ESSO Chief, Administrative Staff</p> <p>227P 4/11/50</p>		

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3/19/50 based on performance during period from 3/22/49 to 3/19/50

(Name of employee) Intelligence Officer GS-15
(Title of position, service, and grade)

CC, Contact
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position: a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
---------------------------------	---	--

- | | |
|--|---|
| <input type="checkbox"/> (1) Maintenance of equipment, tools, instruments. | <input checked="" type="checkbox"/> (21) Effectiveness in planning broad programs. |
| <input type="checkbox"/> (2) Mechanical skill. | <input type="checkbox"/> (22) Effectiveness in adapting the work program to broader or related programs. |
| <input type="checkbox"/> (3) Skill in the application of techniques and procedures. | <input type="checkbox"/> (23) Effectiveness in devising procedures. |
| <input type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work). | <input checked="" type="checkbox"/> (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| <input checked="" type="checkbox"/> (5) Attention to broad phases of assignments. | <input type="checkbox"/> (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| <input type="checkbox"/> (6) Attention to pertinent detail. | <input type="checkbox"/> (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| <input type="checkbox"/> (7) Accuracy of operations. | <input type="checkbox"/> (27) Effectiveness in promoting high working morale. |
| <input type="checkbox"/> (8) Accuracy of final results. | <input type="checkbox"/> (28) Effectiveness in determining space, personnel, and equipment needs. |
| <input checked="" type="checkbox"/> (9) Accuracy of judgments or decisions. | <input type="checkbox"/> (29) Effectiveness in getting and obtaining adherence to time limits and deadlines. |
| <input checked="" type="checkbox"/> (10) Effectiveness in presenting ideas or facts. | <input type="checkbox"/> (30) Ability to make decisions. |
| <input type="checkbox"/> (11) Industry. | <input type="checkbox"/> (31) Effectiveness in delegating clearly defined authority to act. |
| <input type="checkbox"/> (12) Rate of progress on or completion of assignments. | |
| <input checked="" type="checkbox"/> (13) Amount of acceptable work produced. (Is mark based on production records? <u>yes</u> or <u>no</u>) | |
| <input checked="" type="checkbox"/> (14) Ability to organize his work. | |
| <input checked="" type="checkbox"/> (15) Effectiveness in meeting and dealing with others. | |
| <input type="checkbox"/> (16) Cooperativeness. | |
| <input type="checkbox"/> (17) Initiative. | |
| <input type="checkbox"/> (18) Resourcefulness. | |
| <input checked="" type="checkbox"/> (19) Dependability. | |
| <input type="checkbox"/> (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
(B) _____
(C) _____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating	Rating official.. <u>E</u>
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	Reviewing official.. <u>E</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of "h" underlined elements.	Unsatisfactory	

Rated by Hyman K. Kretschmer Chief, Contact Sec. 16 March 1950
(Signature of rating official) (Title) (Date)
Reviewed by Frank J. Tamm AD/DO 20 Mar 1950
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee 3/20/50 Report to employee E
(Date) (Adjective rating)

PERIODIC PAY INCREASE REPORT			
TO 		THIS DATE 3/2/1950	
Contact			
In order to determine whether the employee named below is eligible for a periodic pay increase it is necessary that his (or her) immediate supervisor execute the following "Conduct Report" and obtain the signature of the highest supervisor having knowledge of the employee's conduct.			
CONDUCT REPORT			
NAME OF EMPLOYEE 		POSITION, TITLE AND GRADE Intell. Off. GS-15	
<input checked="" type="checkbox"/> This employee's conduct has been satisfactory.			
<input type="checkbox"/> This employee's conduct has been unsatisfactory for the following reasons: <i>Last equivalent salary increase 7/19/48</i> <i>Effic Rating - E - 3/20/49</i> <i>Effic. Date 3/19/50</i> <i>2105708</i> <i>529-388</i>			
SIGNATURE OF IMMEDIATE SUPERVISOR <i>Rymen K. Kipratish</i>		DATE 6 March 1950	SIGNATURE OF REVIEWING OFFICIAL
			DATE

FORM NO. 97-103
OCT 1949

RETURN TO: PERSONNEL DIVISION
ATT: TRANSACTIONS AND RECORDS BRANCH

1949

STANDARD FORM NO. 18 PART 1
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1948

FORM APPROVED
BUDGET BUREAU NO. 80-10548

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION **WM (AM) 130**

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
		10/22/1900		10-28-49
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Conversion-Class. Act of 1949		10-30-49	Letter-DCI-10-28-49	
FROM		TO		
Regional Manager P-8 (Intelligence Officer) P-8 \$10,305.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana		Regional Manager GS-15 (Intelligence Officer) GS-15 \$10,500.00 per annum Operations Contact New Orleans Office New Orleans, Louisiana		
8. POSITION TITLE		9. SERVICE GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		12. FIELD OR DEPT'L		
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		
13. REMARKS				
<div style="border: 1px solid black; width: 300px; height: 50px; margin: 0 auto;"></div> Acting Chief, Personnel Division				
14. SIGNATURE OR OTHER AUTHENTICATION				
15. VETERAN'S PREFERENCE		16. POSITION CLASSIFICATION ACTION		
NONE <input type="checkbox"/> PT. <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWI <input type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> DISAB. <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> S. A. <input type="checkbox"/> REAL <input type="checkbox"/> Bu. 77-152 777 11/10/49		
17. SEX	18. RACE	19. APPROPRIATION		20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)
M	W	FROM: 2105900 TO: 529-308		Yes
		21. DATE OF OATH (ACCESSIONS ONLY)		22. LEGAL RESIDENCE
				Louisiana

4. PERSONNEL FOLDER COPY

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3/19/49 based on performance during period from 9/19/48 to 3/19/49

Intelligence Officer, P-8

(Title of position, service, and grade)

OO, Contact

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
✓ If adequate		
- If weak		
+ If outstanding		

- | | |
|---|---|
| (1) Maintenance of equipment, tools, instruments. | (21) Effectiveness in planning broad programs. |
| (2) Mechanical skill. | (22) Effectiveness in adapting the work program to broader or related programs. |
| (3) Skill in the application of techniques and procedures. | (23) Effectiveness in devising procedures. |
| (4) Presentability of work (appropriateness of arrangement and appearance of work). | ± (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| (5) Attention to broad phases of assignments. | ± (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| (6) Attention to pertinent detail. | (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| ± (7) Accuracy of operations. | ± (27) Effectiveness in promoting high working morale. |
| ± (8) Accuracy of final results. | (28) Effectiveness in determining space, personnel, and equipment needs. |
| ± (9) Accuracy of judgments or decisions. | (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| (10) Effectiveness in presenting ideas or facts. | ± (30) Ability to make decisions. |
| (11) Industry. | ± (31) Effectiveness in delegating clearly defined authority to act. |
| (12) Rate of progress on or completion of assignments. | |
| (13) Amount of acceptable work produced. (Is mark based on production records?)
(Yes or no) | |
| (14) Ability to organize his work. | |
| ± (15) Effectiveness in meeting and dealing with others. | |
| ± (16) Cooperativeness. | |
| ± (17) Initiative. | |
| ± (18) Resourcefulness. | |
| ± (19) Dependability. | |
| (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

..... (A)
..... (B)
..... (C)

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Adjective Rating Excellent	Rating official.. <u>E</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	Reviewing official.. <u>E</u>
Check marks or better on a minority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by Sydney Kikportis Chief, Contact Br. 23 March 1949
(Signature of rating official) (Title) (Date)
Reviewed by Dr. A. J. 100 24 March 1949
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee 3-28-49 Report to employee E
(Date) (Adjective rating)

PHYSICAL QUALIFICATION RECORD

NAME <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px 0;"></div>	NATURE OF ACTION E.O.D.
TITLE OF POSITION Regional Manager	GRADE P-8
DEPARTMENT OR FIELD Field	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position. 11 September 1947

RECOMMENDATIONS:

23 December 1948

DATE

John R. T. [Signature]

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

RESTRICTED
PERSONNEL ACTION REQUEST

NAME: 		CLASSIFICATION: INITIAL <i>W</i> DATE <i>9-21-48</i> VICE: <i>Bu. # F-142</i> IA: <i>12-4-47</i> VV: <i>21</i> NEW: <input checked="" type="checkbox"/>	
NATURE OF ACTION: <i>Transfer & Promotion</i>		QUALIFICATION & REVIEW: INITIAL <i>W</i> DATE <i>9-21-48</i>	
EFFECTIVE DATE: <i>19 September 1948</i> Immediatary		212590 529-308 <i>Sch-45 Log 9-23-48</i>	
FOR REPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		APPROVED: <i>15 1948</i> <i>W. C. T. [Signature]</i> SIGNATURE (EXECUTIVE DIRECTOR)	
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		<i>J. T. Simon - 15 Sept '48</i> SIGNATURE (EXECUTIVE FOR ASST)	
<i>[Signature]</i> SIGNATURE (CHIEF, PERSONNEL BRANCH)			

	FROM	TO
TITLE	Asst. Regional Manager (Intelligence Officer) <i>P-7</i>	<i>Regional Manager</i> (Intelligence Officer) <i>P-8</i>
GRADE AND SALARY	<i>8509.50</i> P-7, \$8179.50 p.a.	P-8, \$10,305.00 p.a.
OFFICE	Operations	Operations
BRANCH	Contact	Contact <i>Bu</i>
DIVISION	Control	New Orleans Office
SECTION	Southern I.A.O.	—
OFFICIAL STATION	New Orleans, Louisiana	New Orleans, Louisiana
DEPT. or FIELD	Field	Field <i>130</i>
REMARKS:		
RECOMMENDED: <i>[Signature]</i> GEORGE G. CAREY		DATE: <i>15 Sept, 1948</i>

CENTRAL INTELLIGENCE AGENCY
NOTIFICATION OF PERSONNEL ACTION 130
RM (ca) 130

1 NAME (MR., MISS, MRS. FIRST MIDDLE INITIAL LAST) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		2 DATE OF BIRTH 10/22/1900	3 JOURNAL OR ACTION NO. 	4 DATE 9/17/1948																								
This is to notify you of the following action affecting your employment:																												
5 NATURE OF ACTION (USE STANDARD TERMINOLOGY) Transfer & Promotion		6 EFFECTIVE DATE 9/19/1948	7 CIVIL SERVICE OR OTHER LEGAL AUTHORITY Schedule A-43																									
FROM		TO																										
Asst. Regional Manager (Intelligence Officer) P-7 \$8509.30 per annum Bu. #7800 Operations Contact Control Southern I.A.O. New Orleans, Louisiana		Regional Manager (Intelligence Officer) P-8 \$10,305.00 per annum Operations Contact Branch New Orleans Office New Orleans, Louisiana																										
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL																										
11 REMARKS <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;"> DOG - 09/14/48 CSEDD - 09/15/47 LCO - 09/14/47 </div> <div style="text-align: right; margin-top: 20px;"> WILLIAM J. KELLY Chief, Personnel Branch <small>14 SIGNATURE OR OTHER AUTHENTICATION</small> </div>																												
15 VETERAN'S PREFERENCE		16 POSITION CLASSIFICATION ACTION																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NAME</td> <td>SPT</td> <td colspan="3">10 POINT</td> <td>WWII</td> <td>WWI</td> <td>OTHER</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>DISAB</td> <td>WIFE</td> <td>WIDOW</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		NAME	SPT	10 POINT			WWII	WWI	OTHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DISAB	WIFE	WIDOW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>NEW</td> <td>VICE</td> <td>1 A</td> <td>REAL</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>			NEW	VICE	1 A	REAL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NAME	SPT	10 POINT			WWII	WWI	OTHER																					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	DISAB	WIFE	WIDOW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																					
NEW	VICE	1 A	REAL																									
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																									
17 SEX M		18 RACE W		19 APPROPRIATION FROM 2193000 TO 329-308																								
20 SUBJECT TO C. S. RETIREMENT ACT Yes (YES-NO)		21 DATE OF OATH (ACCESSIONS ONLY)		22 LEGAL RESIDENCE Louisiana																								

4. PERSONNEL FOLDER COPY

CONFIDENTIAL

Executive Registry

6-1033

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management

DATE: SEP 15 1946

FROM : Assistant Director for Operations

SUBJECT: Recommendation for Promotion of [REDACTED]

1. It is requested that the attached recommendation for promotion of [REDACTED] from P-7 to P-8 be approved even though Mr. Burke has not served the required time in-grade as established in Paragraph 4c of Administrative Instruction No. 20-1. This recommendation is based upon the fact he has served in his present capacity as Acting Chief, New Orleans Office, OO/C, for approximately one year and his performance of duty has been outstanding.

2. [REDACTED] entered on duty as Acting Chief, New Orleans Office, OO/C, on 9 September 1947 in which capacity he is still serving. The position of Chief, New Orleans Office, has been allocated as a P-8.

3. Subsequent to assuming his duties as Acting Chief of the New Orleans Office, [REDACTED] displayed great initiative and unusual ability in planning his organization and without any loss of time, placed it on a highly productive basis. [REDACTED] has not overlooked any possible sources of intelligence within his area, and is submitting extremely valuable reports, particularly those that pertain to Latin America. In addition, [REDACTED] office has produced comprehensive reports on the intelligence potentialities of Houston, Texas and [REDACTED] convincing this office that field offices in both localities will be justified.

4. Mr. Burke's accomplishments as Acting Chief, New Orleans Office have been outstanding. Due to his unusual leadership the morale of his office personnel has been maintained at a high level, despite heavy working conditions.

5. [REDACTED] received an A.B. degree from Loyola University, New Orleans, in 1919 and LLB degrees from Harvard Law School and Tulane University in 1923 and 1925 respectively. In addition, he spent one year of study at Cambridge University, England. Upon graduation from law school, he became affiliated with various prominent law firms in New Orleans, and in 1937 established his own firm which he operated on a successful level until his entry into the military service during World War II.

6. [REDACTED] has an outstanding military record, having served approximately three years in the U. S. Marine Corps during World War II, and being honorably released from duty with the rank

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of Major. During his tour of duty with the U. S. Marine Corps, he served in the capacity of liaison officer with Selective Service and later, as legal officer with the Fourth Marine Division in the Pacific.

7. By reason of his civilian and military experience and wide acquaintanceship in New Orleans, [] is exceptionally well qualified for his present assignment and is performing his duties in an outstanding manner. In view of his superior accomplishments and contributions to the successful operation of the Contact Branch, it is strongly recommended that [] promotion to the grade of P-8 be approved.

George G. Carey

GEORGE G. CAREY

CONFIDENTIAL

19 May 1948

[redacted]
P. O. Box 1016
New Orleans, L, Louisiana

Dear [redacted]

Prior to leaving CIA, I want to record my sincere appreciation of the fine job done by you in New Orleans.

Your achievement is all the more noteworthy when it is remembered that you started in your city singlehanded and with little guidance or precedence. Within the space of less than a year, you have created an effective field office which is now making a significant contribution to national intelligence.

Inspections reveal that your relations with the local Armed Forces representatives as well as with your clients are excellent. Noted also is the high morale in your office.

Please accept my congratulations for this splendid record and accept my gratitude for your loyal support.

With best wishes for your continued success,

Very sincerely,

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

ELS:rn

cc: Personnel Files
Chief, OO/C

100-100000-100000
100-100000-100000
100-100000-100000

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 3/31/48 based on performance during period from 9/9/47 to 3/31/48

Intelligence Officer, P-7
(Name of employee) (Title of position, service, and grade)

Operations, Contact
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others <input type="checkbox"/>
---------------------------------	---	---

- | | |
|--|--|
| <p>..... (1) Maintenance of equipment, tools, instruments.</p> <p>..... (2) Mechanical skill.</p> <p>..... (3) Skill in the application of techniques and procedures.</p> <p>..... (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p><u>±</u> (5) Attention to broad phases of assignments.</p> <p>..... (6) Attention to pertinent detail.</p> <p>..... (7) Accuracy of operations.</p> <p>..... (8) Accuracy of final results.</p> <p><u>±</u> (9) Accuracy of judgments or decisions.</p> <p><u>±</u> (10) Effectiveness in presenting ideas or facts.</p> <p>..... (11) Industry.</p> <p>..... (12) Rate of progress on or completion of assignments.</p> <p>..... (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))</p> <p>..... (14) Ability to organize his work.</p> <p><u>±</u> (15) Effectiveness in meeting and dealing with others.</p> <p>..... (16) Cooperativeness.</p> <p>..... (17) Initiative.</p> <p><u>±</u> (18) Resourcefulness.</p> <p><u>±</u> (19) Dependability.</p> <p>..... (20) Physical fitness for the work.</p> | <p><u>±</u> (21) Effectiveness in planning broad programs.</p> <p>..... (22) Effectiveness in adapting the work program to broader or related programs.</p> <p><u>±</u> (23) Effectiveness in devising procedures.</p> <p><u>±</u> (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p><u>±</u> (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p><u>±</u> (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p><u>±</u> (27) Effectiveness in promoting high working morale.</p> <p><u>±</u> (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p><u>±</u> (30) Ability to make decisions.</p> <p>..... (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

..... (A)

..... (B)

..... (C)

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.	Excellent	Rating official <u>E</u>
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	Reviewing official <u>E</u>
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	
Rated by <u>Leo B. Williams</u> Chief <u>7/0</u> (Signature of rating official) (Title) (Date)		
Reviewed by <u>Leman Kripitovich</u> <u>Reported to contact</u> <u>14 April 1948</u> (Signature of reviewing official) (Title) (Date)		
Rating approved by efficiency rating committee <u>5/3</u> Report to employee <u>5</u> (Date) (Adjective rating)		

CONFIDENTIAL

10856

Assistant Director for Operations
Executive Director
Identification for Contact Specialists

9 October 1947

1. Attached are:

- a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - 3, to be issued to [redacted] Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.
- b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - 3, to be issued to Mr. Jay B. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.
- c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - 3, to be issued to Mr. Harrison G. Reynolds, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.
- d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

2. The Assistant Director for Operations may request additional similar letters when new field offices of the Contact Branch are established and when field office chiefs are changed.

3. Instructions relative to accounting for the registered letters signed by the Director will be issued to you direct from the Central Records Division of the Services Branch, AAM.

4. The Chief, Personnel Branch, AAM, will place a notation with the personnel records of each field office chief to whom these letters are issued, and will be responsible that these individuals are not reassigned or separated until these registered letters have been accounted for and withdrawn for destruction.

5. The Assistant Director for Operations and the Executive for Inspection and Security will cause such inspections to be made of the use of these means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. I. SHANNON
Acting Executive Director

4 Enclosures

1. Ltr from DCI re [redacted] (copies 1-5) Exec Dir AAM.
2. Ltr from DCI re J. L. Reeves (copies 1-5)
3. Ltr from DCI re H. G. Reynolds (copies 1-5) cc: Chief, Pers Br.
4. Sample ltr of introduction to be used by chiefs of field offices cc: Chief, Svcs Br (for C.R.)
cc: Exec Dir I&S

12 September 1947

MEMORANDUM TO: Chief, Personnel Branch
Executive for A & M

SUBJECT: Detail of [REDACTED]

REFERENCE: 37-3, "Personnel Action Request," dated
10 July 1947

It is hereby requested that your records be marked to show that [REDACTED] has been designated Acting Manager of the New Orleans Interagency Office. It is not intended to recruit anyone against the P-8 Manager position.

[REDACTED]
Executive Officer
Contact Branch

CENTRAL INTELLIGENCE GROUP
(DEPT. OR ESTAB.)

BUREAU OR OFFICE

WASHINGTON, D. C.

(PLACE OF EMPLOYMENT)

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Appointment Clerk

Chapter 145, Title II, Sec. 206
Act of June 26, 1943

**OATH OF OFFICE, AFFIDAVIT,
AND
DECLARATION OF APPOINTEE**

CENTRAL INTELLIGENCE GROUP

(Department or Establishment)

(Bureau or Division)

WASHINGTON, D. C.

(Place of Employment)

**A.
OATH OF
OFFICE**

I,
Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

**B.
AFFIDAVIT**

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

**C.
DECLARATION
OF APPOINTEE**

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]
(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;
(4) the answers contained in my Application for Federal Employment, Form No. , dated , 19 , filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):

Subscribed and sworn before me this ^{11th} ~~10th~~ day of September A. D. 19 47

at Washington D. C.

(City)

[SEAL] Chapter 145, Title II, Sec. 206
Act of June 26, 1943

Appointment Clerk

(Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

16-52861-3

18 September 1947
(Date of Entrance on Duty)

Asst. Regional Manager, R-7, \$8172.50
(Position to which appointed)

22 Oct 1947
(Date of Birth)

DECLARATION OF APPOINTEE

This form, if required, is to be completed before entrance on duty. Every question must be answered. A false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. A false statement is a criminal offense and will be prosecuted accordingly.

1. Present Address 6300 St. Charles Avenue, New Orleans, La.
(Street and Number) (City and State)

2. Who should be notified in case of emergency? wife
(Relationship)
6300 St. Charles Ave New Orleans La
(Street and Number) (City and State)

3. Does the U. S. Government employ in a civilian capacity any relative of yours (father by blood or marriage) with whom you live or have lived within the past 6 months? Yes or No? No If so, for each such relative fill in the blanks below. If additional space is necessary, complete under item 12.

Name	Post office address (Give street number, if any)	(1) Position and (2) Temporary or not, and (3) Department or office in which employed	Relationship	Married or single	Age
1.					
2.					
3.					
1.					
2.					
3.					
1.					
2.					
3.					

4. Place of birth New Orleans La
(City and State) (State or Country)

Indicate "Yes" or "No" answer by placing X in proper column.	Yes	No	12. Space for detailed answers to other questions.																						
5. Are you a citizen of the United States?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">ITEM NO.</th> <th style="width: 90%;">Write in left column numbers of items to which detailed answers apply</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8</td> <td><u>U.S. Marine Corps Reserve Inactive duty status</u></td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	ITEM NO.	Write in left column numbers of items to which detailed answers apply	8	<u>U.S. Marine Corps Reserve Inactive duty status</u>																		
ITEM NO.	Write in left column numbers of items to which detailed answers apply																								
8	<u>U.S. Marine Corps Reserve Inactive duty status</u>																								
6. If foreign born, have you furnished proof of naturalization or citizenship to (1) the U. S. Civil Service Commission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
(2) this agency in connection with this appointment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
7. Since you filed application resulting in this appointment, has there been any change in the status of your citizenship, or of the persons through whom you gained your citizenship?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
8. (a) Do you hold any position or office under the United States or any State, Territory, County, or Municipality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
If so, state the place, position, and salary under item 12.																									
(b) Are you willing to resign such position or office if it becomes necessary to do so in order to hold the Federal position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
9. Do you receive any pension or other benefit from the military or naval service or an agency from the U. S. or D. C. Government under any Retirement Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
If so, give details under item 12, stating whether you were retired for age, length of service, or disability; amount of retirement pay and under what retirement act, and rank, if retired from military or naval service.																									
10. Since you filed application resulting in this appointment, have you been discharged for misconduct or unsatisfactory service, or forced to resign from any position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
If so, give under item 12 where employed, name and address of employer and the reason for discharge in each case.																									
11. Since you filed application resulting in this appointment, have you been arrested, or summoned into any civil or military court as a defendant, or indicted for or convicted of any offense (felony or misdemeanor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
If so, for each case give under item 12 (1) the date, (2) the name and location of the court, (3) the nature of the offense or violation, and (4) the penalty, if any, imposed, or other disposition.																									

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in accordance with the Civil Service Act, applicable civil service rules, the War Service Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, purchase of office, suitability in connection with any record of recent discharge or arrest, pending or adverse provisions regarding political activity, and particularly for the following:

(1) Identity of appointee with the applicant whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and other pertinent papers. The physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) Age.—If discrepancy exists between the date of birth and that on application, and if definite grounds have been established for the position, it should be determined that applicant is not outside the age range for appointment.

(3) Citizenship.—The responsibility for ascertaining provision of appropriation acts prohibiting or restricting the employment of

foreigners. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointment subject to proof of citizenship, or if the application shows foreign birth but does not indicate on its face that citizenship has been proved. In the answer to question 4 of this form shows foreign birth and the appointment shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) Members of Family.—Section 9 of the Civil Service Act provides that whenever there are a husband, two or more members of the family in the classified service, no other member of such family is eligible for appointment in that service. Minors do not establish a dependent family merely by living at an address of a "father" from that of the parent. Cases involving more than two members of family, including dependent children, should be referred to the Civil Service Commission or its duly authorized representatives for decision. Under War Service Regulations, the members of a family provision does not apply to temporary appointments for one year or less.

CENTRAL INTELLIGENCE GROUP

121(55)

130

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - FIRST - MIDDLE INITIAL - LAST)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE	
		10/22/1900				9 September 1947	
This is to notify you of the following action affecting your employment:							
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)				6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promoted Appointment				9/9/1947		Schedule A-20	
FROM				TO			
8. POSITION TITLE		Assistant Regional Manager P-7 (Intelligence Officer)					
9. SERVICE GRADE, SALARY		P-7 \$5179.50 per annum					
10. ORGANIZATIONAL DESIGNATIONS		Operations Contact Control Southern I.A.O.					
11. HEADQUARTERS		New Orleans, Louisiana					
<input type="checkbox"/> FIELD		<input type="checkbox"/> DEPARTMENTAL		<input checked="" type="checkbox"/> FIELD		<input type="checkbox"/> DEPARTMENTAL	
12. FIELD OR DEPT.							
13. REMARKS							
<p>No-Strike Affidavit has been properly executed.</p> <p>This appointment is made subject to the satisfactory completion of a trial period of one year.</p> <p><i>Pay Adv</i> <i>7/11/48</i></p> <p><i>[Signature]</i> WILLIAM J. KELLY Acting Chief, Personnel Branch</p> <p>14. SIGNATURE OR OTHER AUTHENTICATION</p>							
15. VETERAN'S PREFERENCE				16. POSITION CLASSIFICATION ACTION			
NONE <input type="checkbox"/> 5 PT <input type="checkbox"/> 10 POINT <input type="checkbox"/> WWI <input type="checkbox"/> WWII <input type="checkbox"/> OTHER <input type="checkbox"/> <input checked="" type="checkbox"/> DISAB <input type="checkbox"/> WIFE <input type="checkbox"/> WIDOW <input checked="" type="checkbox"/>				NEW <input type="checkbox"/> VICE <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> <input checked="" type="checkbox"/>			
17. SEX: RACE:				18. DATE OF OATH (ACCESSIONS ONLY)			
M N				11 September 47			
19. APPROPRIATION				22. LEGAL RESIDENCE			
2185900.001 328-143				Louisiana			
20. SUBJECT TO C.S. RETIREMENT ACT (YES - NO)				21. DATE OF OATH (ACCESSIONS ONLY)			
Yes				11 September 47			

4. PERSONNEL FOLDER COPY

~~CONFIDENTIAL~~

SECURITY OFFICE

CONFIDENTIAL

Investigation Report

Subject:

Date: 28 August 1947

Number: 32450

To: Chief, Personnel Branch

1. Investigation directed by: EUG
2. Sources of information:
3. Remarks

4. Recommendation:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT
TO THE RECEIPT OF DEGRADATORY INFORMATION AT SOME
FUTURE DATE. INTERVIEW WAIVED

UNLESS THE APPLICANT ENTERS UPON DUTY WITHIN
60 DAYS FROM ABOVE DATE, THIS APPROVAL BECOMES
INVALID.

By 

Security Officer
ERMAL P. GEISS

Jm

CONFIDENTIAL

~~CONFIDENTIAL~~

PERSONNEL ACTION REQUEST

NAME:		BUDGET	INITIAL	DATE
		2175-980	SEA	4-8-47
NATURE OF ACTION:		528-104	65 2185900.001	9-2-47
Accepted New Appointment		CLASSIFICATION	INITIAL	DATE
EFFECTIVE DATE:		VICE	SEA	8-6-47
9 September 1947		IA	an # P-21.14	
FOR REPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:		VV	3/2/47	
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:		NEW		
		EMPLOYMENT	INITIAL	DATE
			LWS	7/28/47
		Schedule 9-20		
		CHIEF PERSONNEL DIV	INITIAL	DATE
			K	8/5/47
FROM		TO		
TITLE		Asst Acting Regional Manager (Intelligence Officer) P-7 @ \$179.50		
GRADE AND SALARY				
OFFICE		Operations		
BRANCH		Contact		
DIVISION		Control		
SECTION		H.A.O. Southern A.O.		
OFFICIAL STATION		New Orleans, La. Washington, D.C.		
DEPT. OR FIELD		Field		
REMARKS: * According to travel regulations, Sec reg. 7/21 Forms 38-1, 57, copy of Priority Request letters attached. No Control Approved for appointment in grade P-7 at entrance salary of \$8179.50 subject to security clearance. FOR THE DCI: advised branch 8-29 branch O.K. 8-29 Walter C. Ford Capt n, USN Executive Director				
RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER				DATE
For Henry L. Chaney By John F. Zehl				7.10.47

6300 St. Charles Avenue, New Orleans 18, La.

6 July

47

11 July

47

CONTACT: Invited to Washington for interview & introductory courses

5 1/4 days	\$6.00	31.50
Fri New Orleans, La. to D.O. & return		92.35
Taxi from station to hotel & return		.40
		\$134.25

11	10 JULY 1947		
10	TO SAC, NEW ORLEANS	0000	2 00
9	FROM SAC, NEW ORLEANS	0000	2 00
8	RE: [REDACTED] CHIEF	1042	
7	ADMINISTRATIVE SERVICES	[REDACTED] CHIEF	
6	(A)	PERSONNEL PROCURMENT SECTION	
5	ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED	0000	4 00
4	DATE 10/12 BY 1042	0000	1 50

CONFIDENTIAL

9 July 1947

MEMORANDUM: Executive for Inspections and Security

SUBJECT: [REDACTED]

In compliance with CIO Directive 15 and with authority from the Projects Review Committee, this branch will open an Inter Agency Office in New Orleans, Louisiana as soon as the necessary personnel may be processed for employment. This Southeastern area of the United States represents a fertile field for the operations of the Contact Branch and it is deemed advisable to open a New Orleans office at the earliest possible date.

[REDACTED] a native of New Orleans, a graduate of Harvard and Tulane University Law Schools and a former Major in the U. S. Marine Corps is under consideration for employment as the Acting Regional Manager for this office. In order that his employment may be effected in the shortest possible time, it is respectfully requested that a priority security investigation be granted on this individual. It is realized that the total number of allowable priority investigations is very limited, but in the instant case, the circumstances are such that the compliance with this request will measurably aid in the accomplishment of the mission of this branch.

John F. Blake
Assistant Executive Officer
Contact Branch

CONFIDENTIAL

SECRET

ASSIGNMENT DESCRIPTION FORM

(This form fully completed (see note at bottom of sheet) in duplicate must accompany request for admission of candidate to Assessment or Training Classes)

Request for:

(a) Assessment XXXX
(b) Training _____

Candidate's name in full: _____

Cover name if necessary: _____

Date: July 7, 1947Age 46 Sex M Marital Status: Married Branch: Contact Desk: FieldSpecific station to which candidate is going: New Orleans, La.

For consultation call: _____

George B. McManus23112210 E. St.103

Branch Officer Sponsoring Candidate

Phone Extension

Bldg

Room No.

Has Security Check been completed? _____

Type of Cover: _____

(Military; Govt. Official; Professional; Business; etc.)

Title of projected assignment: (a) Contact Specialist (b) Acting Regional ManagerCivil Service classification and salary level of projected position: P-7 @ \$179.50What will be the specific duties of the candidate? (A detailed and concrete description is essential; a general job title is not satisfactory.): Willorganize and run the New Orleans Inter-agency office in the initial stagesHas to establish and maintain contact with the top executives of Americanbusiness, industrial and educational institutions. Must be able to sellCIO to them, gain their confidence and establish a discreet channel throughwhich all foreign intelligence available to those organizations can flow to his office.What are the promotional opportunities in the projected position? Good

What will be the administrative or supervisory responsibilities of the candidate?

(If none, write "none".) May eventually have to direct the activities of one P-6 and one GS-7.

Will the candidate work alone or with other people? With others.

If the latter, how many and what will be the candidate's actual working relationship to them, e.g., closely cooperative or relatively independent? The two mentioned above. Close cooperation.

Will the candidate be working directly under a supervising officer? NoIf not, how will his work be directed and reviewed? By Washington

What will be the living and working conditions under which the candidate is expected to operate? _____

* For reasons of security, details such as student's true name or specific mission may be omitted in the case of undercover personnel, if so desired by the Desk.

SECRET

What special qualifications do you wish the candidate tested for? ~~Sense of security as he must live a normal life in his own home town while conducting a discreet operation. Ability to discriminate between valuable intelligence information and worthless. Ability to arrange facts cogently on paper. Tact and discretion.~~

What period and type of training is considered necessary for the candidate before placement in the field? ~~About three weeks in Head Office and then Inter-Agency Offices.~~

What special skills or knowledge related to the job does the candidate possess?

Loyola University, New Orleans, AB, 1919, Harvard Law School, LLB, 1923,

Legal banking, business and Marine Corps experience.

Indicate knowledge of foreign languages:
("Slight", "Fair", "Good")

	<u>Read</u>	<u>Speak</u>	<u>Write</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

The following information is required only in the case of candidates scheduled for training:

Previous background in intelligence work; _____

Foreign residence and foreign education _____

Occupational history: (job descriptions and dates only) _____

Signed: For George B. McManis

83
Branch Officer Sponsoring Candidate

SECRET

(over)

CONFIDENTIAL

16 June 1947

MEMORANDUM TO: Deputy Director, CIG

THROUGH: Chief, Personnel Division

Subject: Assessment of [redacted]

Reference: Procedures Governing Payment of Per Diem and Travel, Approved Under Project OO-5.

In accordance with the above referenced procedures, it is hereby requested that approval be granted for payment of per diem and travel for the purpose of bringing [redacted] to Washington for assessment.

[redacted] was recently interviewed in New Orleans by Chief, Control Division, and Chief, Field Division, of the Contact Branch of this Office and is recommended as being well qualified for the Regional Managership of the New Orleans Interagency Office. It is considered that, in view of the importance of the proposed position to the accomplishment of the Contact Branch mission, no final decision as to his employment should be made without the benefit of assessment.

This office is anxious to activate the New Orleans Interagency Office as soon as possible and requests your approval in order that an early date for [redacted] visit to Washington may be made.

E. L. Sibert

E. L. SIBERT

Brigadier General, U. S. A.
Assistant Director for Operations

24 June
Approved
[Signature]
Adj. En. Dir.

CONFIDENTIAL